

# Susmoy Evans Rozario

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Well organized and experienced HR professional with highly adaptable and collaborative skills who thrives to apply expertise in providing solution-driven initiatives and human resource processes that will add value to the business which will lead to an organization a choice employee.

## Career Summary

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- **1.10 Years of Experience as HR Executive at ShopUp:** Recruited more than 140+ employees in different positions consisting of white and blue collar employees. Directly working in HR Operations, Talent Management, Training & Development and Payroll.
- **360 Degree learning of HR functions in Textile Industry:** Work experienced as an MT in NTG where I had learned how to work on Jibika Plexus HR & Payroll Software, Training & Development and Recruitment Functions.
- **HR & Admin Intern at The Daily Star:** From maintaining the personal file to attendance to managing small event where I get the first glimpse of corporate work preparing myself to take the future challenges.

## Work Experiences

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### 1. Shopfront Limited. (ShopUp)

**Sr. Executive – Human Resources** (1st January 2021 – Continue)

#### Recruitment & Selections:

- Both Blue and White collar of FMCG and Distribution Business
- Conduct interviews and establish competency-based questionnaire
- Maintain work structure by updating job description & specification
- Develop industry mapping and identify talents to enrich CV bank
- Process the employee onboarding (ID card, Bank account opening etc) along with reference check
- Employee orientation

#### HRIS:

- Assist and maintain the HRIS systems both manual and automation
- Maintain Database performance by troubleshooting problems
- Ensure employees update personal and official information for virtual HR database

#### Training and Development:

- Conduct and arrange training programs accordingly to meet the department needs
- Assist in FMCG sales training
- Assist in Training Coordination & Post Training Feedback Collection for Mokam

#### Performance Management:

- Process monthly employee Job Confirmation and issuing confirmation & increment letters
- Assist in company's Yearly performance review

#### Expat Management:

- Onboarding of Indian resources
- E-visa processing and BIDA work permit processing
- Payroll process



## **2. Shopfront Limited. (ShopUp)**

### **Executive – Human Resources (1st June 2020 – 31st December 2020)**

Dedicated HR professional for a SBU called **Mokam** of the Shopfront Limited who solely perform overall general HR functions and administrative activities. Major roles are-

#### **Recruitment & Selections:**

- Ensure ERF with proper approval
- Post Job in the appropriate medium aligning requirements with ERF
- Collect & shortlist potential candidates through proper channel
- Invite candidates to the interview session and ensuring proper assessment. After proper assessment, conducting the interview session with maintaining proper interview panel board members
- After justified negotiation ensuring offer letter and AIF form to the selected candidate
- Processing APN Letter, ID card, Bank Account and ensuring other IT assets, SIM, Email and Slack Opening.
- Onboarding introduction of all the employees and preparation and circulation of introduction slide to proper channel on joining day

#### **HR Operations:**

- Maintain and incorporate changes in database of all UDL employees considering joining, resign and transfer info from each new and old Distribution Points
- Collect proper document for Personal file purpose and after verification ensure any update regarding employee personal file in employee's lifecycle
- Provide accurate joining information with salary to the payroll team for salary process
- Maintaining overall daily attendance of the employees' of every Distributions Points

#### **Training & Development:**

- Provide sales, basic to intermediate excel and behavioral training for blue and white collar employees
- Provide training on digital distribution apps called "Mokam" towards newly joined Trainee Sales Officer

#### **Administrative Support:**

- Workstation management, IT Assets and Employee Sim requisition & Distribution

#### **Achievements:**

- a. Solely processed all the joining for newly launched business unit. On boarded more than 100+ employees within 5 months and continuing.
- b. Hired 20+ white collar employees during COVID-19 pandemic.
- c. Ensured monthly salary of 371+ blue collars employees in all distribution points of Bangladesh.

## **Shopfront Limited. (ShopUp)**

### **Executive-HR and Admin (13th May 2019- 31st May 2020)**

#### **Corporate Division**

##### **Key roles:**

##### **Recruitment & Selection:**

- a. **Talent Acquisition:** People resource planning, Job posting, CV sorting, Assessment & Interview, final selection. Conducting force recruitment as per business demand.
- b. **Employer Branding:** Developing actionable plans for employer branding including campus recruitment, flagship program launching (graduate trainee program), and business competition.

##### **Operations:**

- a. **HR Operations:** Personnel file management, Employee Database management, Payroll Management, Employees onboarding, provide accurate joining information with salary to the corporate payroll team.

- b. **Attendance:** Maintaining overall daily attendance of the employees' of using Inovace Attendance Software.

**Administrative Work:**

- Workstation management, IT Assets and Employee Sim requisition & Distribution.
- Arranging Lunch, evening snacks & Ifftar.
- Prepare SIM Dial consumptions details and coordinating with telecom partners and finance department regarding monthly settlements

**Achievements:**

- Solely responsible of successful MNP of 220 corporate Sims from Robi Network to Banglalink Network.
- Successfully processed 20+ recruitment.
- Ensured 100% administrative support in due time.

**3. Northern Tsrifa Group (Garment Manufacturing Company)  
Management Trainee - HR & Admin (August 2018 - December 2018)**



- Work with HRD team to develop internal training materials
- Visit factories to follow up the factory HR activates
- Work on company policy and review labor law to meet the BD Govt. regulations
- Sort C.V. according to department required & exam invigilator for recruitment team, check exam paper
- Work on the newsletter for the company, drafting various types of letters, circulars, orders, NOC
- Organize and maintain employee personnel records, update internal databases and assist in daily employee attendance and leave management through "Jibika Plexus HR & Payroll Software"

**4. The Daily Star  
Intern - HR & Admin (January 2018- May 2018)**



- Assist in the management of The Daily Star Conference & Seminar Halls
- Assist in daily employee attendance and leave management through HRMS
- In maintaining important documents, records, employee personal file in a proper and organized manner
- To assist in the preparation of guest lists for big scale events of the organization
- Keep contact with mailing service providers, to reach carriers, parcels, and urgent documents and assist the administrative heads of the organization

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**Educational Qualifications**

**American International University-Bangladesh**

Bachelor of Business Administration

**Major: Dual major in "Human Resource Management" and "Tourism & Hospitality Management"**

Tenure: 2014 – 2018

CGPA: 3.78 out of 4.00

- Dean's list academic achievement award
- Vice President of AIUB Tourism club
- Project: Develop socioeconomics through tourism

**Notre Dame College**

Higher School Certificate

**Concentration: Business Studies**

Tenure: 2012 – 2014

GPA: 4.70 out of 5.00

- Achieved perfect attendance
- Member of English Club
- Volunteer in Science fair, Drama fair, freshmen orientation program

**B. G. Press High School**

Secondary School Certificate

**Concentration: Science**

Tenure: 2010 – 2012

GPA: 4.38 out of 5.00

- 2 times government scholarship holder

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**Computer/IT Proficiency**

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- **MS Office Package:** Power Point, Word, Excel, Outlook
- **Google Productivity:** Google Sheet, Google Form, Google Slide
- **HRIS Software:** Actively participating implementation of HRIS in the company. Also experienced HRIS software like **"Jibika Plexus HR & Payroll Software"**

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**Language Proficiency**

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- Excellent command over Bangla as it's my mother tongue
- Well versed in Listening, Speaking, Writing and Reading in English as it is an international language and an essential part of modern corporate culture
- Understand Hindi as well

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**Professional Certifications**

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**Certificate:** Emotional Intelligence**Issuing Organization:** Bangladesh Youth Leadership Center (BYLC)**Issue Date:** May 2020**Certificate:** Effective Teamwork**Issuing Organization:** Bangladesh Youth Leadership Center (BYLC)**Issue Date:** May 2020

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**Co-Curriculum Experience**

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- Program Volunteer (2 times) in "Bangladesh Mathematical Olympiad" organized by Prothom Alo
- Organized "Tourism Fest-2017" in AIUB by Department of Marketing-Tourism & Hospitality Management
- Volunteer at JAAGO Foundation

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**References**

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**Declaration:** I do hereby declare that all the information given above is true to the best of my knowledge and belief.