

Md. Nahid Aktar

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Career Objective

To be the **Human Resources strategic partner** in a reputed organization, adding value for the organization with the knowledge, skills, and hands-on experiences.

Career Summary

An astute professional with about 10 years of experience in Human Resources Management as a generalist HR; having exposure in diverse industries such as manufacturing and service in reputed organizations.

Result driven person with the ability to prioritize actions effectively which helps to accomplish and manage several priorities at one time. Effective communicator; have the ability to establish rapport with individuals and group at all organizational levels and ability to work as part of a team. Strong work ethics and keen to desire to learn and grow within the organization with a positive attitude.

Area of Expertise

- Organization Development
- Talent Acquisition
- Employee Engagement
- Training & Development
- Succession Planning
- Change Management
- Conflict Management
- ER & IR
- Performance Management
- HR Automation & Process Development

Experiences

1. Manager, HR & Administration

Gemcon Food & Agricultural Products Limited (Meena Bazar)

A renowned retail chain in Bangladesh

Since 1 July 2019 to till date

Currently looking after all the HR & Administration related activities of Meena Bazar

2. Deputy Manager, HR

Auto Crop Care, from 1 December 2018 to 30 June 2019

A Renowned pesticide Company in Bangladesh currently in the second position in terms of Business

Major Responsibilities:

- Policy and Process Development
- Learning & Development
- Performance Management
- Employee Engagement
- Employee Relation
- HR Automation Project

Achievements:

- Successfully rolled out T&D program under Knowledge & Evolution department of ACC
- Developed leave policy and employment policy
- Reviewed internal process of the HR department
- Rolled out JD capturing, KPI setting, and PMS program
- Successfully arranged the 'Strategic Meeting' for the first time in company's history

3. Deputy Manager, HR

Bengal Group Limited & Bengal Foundation, from 9 September 2015 to 30 November 2018

Bengal Group Limited has a business in the areas of Cable TV network connection, IGW, IIG, ITC, Event Management, Clothing, Food Chain, Book store, etc. and Bengal Foundation works for the Art & Culture of Bangladesh

Key Work Areas:

- Recruitment & Selection;
- Performance Management;
- Training & Development;
- Employee Relation;
- Employee Engagement & Development;
- Policy and Process Development etc.;
- HR Automation;

Achievements:

- Successfully introduced HR software 'WeConnect';
- Developed all HR process for the organization;
- Developed HR policies (e.g. leave, transport, local & overseas travel, mobile, job grading, etc.);
- Successfully completed the E-filing project;
- Successfully introduced PMS program for the first time in Bengal Group Limited;

4. Assistant Manager – HR & Admin.

From June 22, 2014 to 7 September 2015

Cathay Pacific Airways & Dragon Air Limited

(A 5-star airline company in the world), GSA: Global Aviation Services Ltd.,

Major Responsibilities:

- Overall staff management i.e. Coordinating recruitment - selection process, Performance Appraisal/management, Job descriptions, succession planning (HRP), coaching-team building, workload review and distributions (job evaluations), of employees
- Employee development i.e. coordinating and arrange training (in-house/external) by contacting with professional institutions, determining Training Need Assessments (TNA), Yearly Training Plans and other forms of employee development, career counseling, etc.,
- Management of staff transition on time i.e. transfers, promotion, short-term hiring, contract amendment, confirmation, and separation, settlement
- Policy amendment, development, and interpretation
- HR communications and events (with internal and external bodies)
- Leave and benefit management as per Corporate HR policy
- Ensuring HR and administration support services

Achievements:

- Conducted Job Analysis program and reviewed JD & Measurable KPI's to ensure performance-based work culture
- Conducted Job Satisfaction Survey
- Competency-based recruitment
- Disaster Management

5. Human Resources Officer

From **November 3, 2010** till **June 5, 2014**

Transcom Beverages Ltd. (PepsiCo Bangladesh)**Job Responsibilities:**

- Manpower planning and budgeting
- Look after the recruitment, selection, and induction of new joiners
- Employee relations and Industrial relations
- Coordinate & facilitate Learning & Development activities as well as conducting training programs
- Performance management
- Conducting domestic inquiry and preparing reports
- Oversee all activities relating Workers Profit Participation Fund (WPPF)
- Conducting exit interviews
- Oversee final settlement process
- HRIS operation
- Arrange and coordinate the annual safety day program

Achievements

- Developed training & trainer evaluation process and conducted the best trainer hunt program @TBL.
- Reviewed confirmation and annual performance appraisal system
- **Resources 150** employees efficiently
- Trained 400 participants
- Conducted 50 domestic inquiries
- Assisted in HR policy review
- Organized successfully safety week and Safety Days in 2011, 12 & 13.

6. Lecturer, Human Resource Management

From June 18, 2008 to October 28, 2009

Atish Dipankar University of Science & Technology (ADUST)

Education

Degree	Institute/University	Major/Concentration	Result	Year
ACBA	IBA (Dhaka University)	HRM, Marketing, Accounting, Strategic Management	Ongoing	
PGDHR	ABP-UK	HRM	Pass	2013
MBA	American International University, Bangladesh	HRM	3.80/4.00	2008
Masters	National University	Management	2 nd Class	2007
Honors	National University	Management	2 nd Class	2005
HSC	New Govt. Degree College, Rajshahi	Commerce	1 st Division	2000
SSC	Kadirabad Cantonment Public School, Natore	Business Studies	1 st Division	1998

Achievements:

- Cum Laude Academic Award (Bronze Medal) Winner for a good result in MBA program.
- Scholarship for SSC result.

Research Publications

1. Hossain and Aktar (2012), **Influence of Perceived Organizational Support, Supervisory Support and Working Environment on Employee Service Quality: An Empirical Study on Non-Govt. Employees in Bangladesh.** *Presidency University Journal*, Vol. 1, No. 1, Part-A, pp. 1-21
2. Hossain and Aktar (2011), **Building Corporate Image through Recruitment Advertising: Interface between Human Resource and Marketing.** *AIUB Journal of Business and Economics (AJBE)*, Vol.10, No. 1, pp. 25-43
3. Hossain and Aktar (2010), **Women Workers of Ready Made Garment (RMG) Sector in Bangladesh: A Comparative Study on Their Working Condition and Grievances.** *AIUB Journal of Business and Economics (AJBE)*, Vol. 9, No.1, pp. 1-33

Training & Certificates

Subject	Organizer	Month
▪ Selling Skills Course	Auto Crop Care	10-14 March 2019
▪ "Creating High-Performance Work Culture: Looking Beyond Talent Management "	BSHRM	May 2015
▪ Talent Management	WARD	18 April 2015
▪ 21 st Century HR Academy	Prothom-alojobs	October & November 2013
▪ Compensation & Benefits Best Practices	BSHRM	January 2012
▪ HR Leadership	BSHRM	9 December 2011
▪ Think World Class.....Feel World Class.....Act World Class	Success Factory (Sri Lanka)	October 2011
▪ Recruitment, Selection & Performance Appraisal System of HR	Prothom-alojobs	20 August 2011
▪ Domestic Enquiry & Labor Laws	Prothom-alojobs	29 July 2011
▪ 6 th International Conference on Marketing	-RAPPORT	December 2007

Aptitudes

- Excellent communication and interpersonal skills with written and spoken Bangla, English, and Hindi (spoken).
- Effective Presentation skill.
- Analytical and leadership skill.
- Ability to manage and work under pressure.
- Team spirit, initiative power, and problem-solving capabilities.

Memberships

- Member and President of "**Peace Charity**" a non-profitable social welfare organization.
- Associate Member of Bangladesh Society for Human Resources Management (**BSHRM**)

Community Affiliation and Activities

- Participated in many **NID** (National Immunization Day) Program and obtained certificates.
- Participated in 15th National **Rover Moot** from New Govt. Degree College, Rajshahi.

Strengths

- A good team player willing to work in a team
- Target Oriented
- Hardworking
- Dynamism and pro-activeness in work
- Public speaking
- Work with honesty and sincerity
- Self-motivated and driven to work
- Cando Attitude
- Coping with the changing environment

Hobbies and Interests

Sporting and reading is my foremost hobby. When I am free, I used to go out for a vacation/tour to be the witness of the beauty of nature and the creation of God. I always seek knowledge; read books, journals, novels and make friends, work in a team, and stick with social welfare activities.

Computer Skills

- Microsoft Office Program (Word, Excel, PowerPoint)
- E-Mail and Internet browsing

Social Network

Facebook : Nahid Aktar
LinkedIn : /in/nahidaktar
Twitter : aktarnahid

Personal Details

Father's Name : Khosh Mohammad
Mother's Name : Nadira Begum
Permanent Address : Village - Dhupoil, P.O. - Doyarampur, P.S.- Lalpur, District – Natore
Date of Birth : August 15, 1983
Place of Birth : Natore
Blood Group : A+
Marital Status : Married
E TIN No. : 663863235572

References

Sultan Mahbubul Haque
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