

Curriculum Vitae of Md. Golam Moula

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Career Objective:


Self-motivated professional with above 16 years of experience in a human resource field. Looking to gain employment as human resource coordinator to utilize my abilities and skills in ensuring an efficient HR unit.


Employment History:


Total Year of Experience: Above 16 Years

Employer:  **Nannu Group.**
Designation: Head of HR, Admin & Compliance
Period: November 14, 2013 to till date


Employer:  **Prime Bank Limited**
Designation: Executive Officer
Period: August 9, 2009 to November 13, 2013

Employer:  **Metropolitan Chamber of Commerce & Industry, Dhaka**
Designation: Deputy Chief
Period: April 1, 2006 to August 8, 2009

Employer:  **Padma Bleaching & Dyeing Ltd.**
Designation: Manager
Period: February 1, 2005 to March 30, 2006

Employer:  **Deshbandhu Sugar Mills Ltd**
Designation: Assistant Manager
Period: January 1, 2003 to June 30, 2004

Professional Experience:

- 1. Employer:**  **Nannu Group.**
Designation: Head of HR, Admin & Compliance
Department: Human Resource, Administration and Compliance Division
Location: Head Office, Daulat Complex, 2nd Floor, 109 Islampur Road, Dhaka-1100, Bangladesh
Period: November 14, 2013 to till date

HR Responsibilities:

- ✓ Conducting recruitment interviews and providing the necessary inputs during the hiring process.
- ✓ Conducting exit interviews for employees and recording them accordingly.
- ✓ Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers.
- ✓ Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing.
- ✓ Training new or existing employees.
- ✓ Communicating and explaining the organization's HR policies to the employees.

- ✓ Administration of all contract labor, conducting various welfare activities, Community initiatives programs - organizing and participation.
- ✓ Regular updating of communication channels.
- ✓ Resolving grievances or queries that any of the employees have.
- ✓ Managing workplace safety issues, recording, maintaining and monitoring attendance to ensure employee punctuality.

Administration Responsibilities:

- ✓ Supervising day-to-day operations of the administrative department and staff members.
- ✓ Hiring, training, and evaluating employees, taking corrective action when necessary.
- ✓ Developing, reviewing, and improving administrative systems, policies, and procedures.
- ✓ Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- ✓ Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- ✓ Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- ✓ Collecting, organizing, and storing information using computers and filing systems.
- ✓ Overseeing special projects and tracking progress towards company goals.
- ✓ Building new and expanding existing skills by engaging in educational opportunities.

Compliance Responsibilities:

- ✓ Defining the necessary level of knowledge on existing and emerging regulatory compliance requirements across the organization.
- ✓ Developing the annual compliance work plan that reflects the organization's unique characteristics.
- ✓ Periodically revising the compliance plan in light of changes.
- ✓ Guiding in a productive, professional way, the compliance teams.
- ✓ Overseeing and monitoring the implementation of the compliance program.
- ✓ Providing guidance, advice, and/or training and educational programs, to improve business' understanding of related laws and regulatory requirements.
- ✓ Providing strategic direction to the management team on compliance.
- ✓ Preparing and presenting clear and concise compliance reports to the Board.
- ✓ Interacting with regulators on compliance issues.
- ✓ Coordinating efforts related to audits, reviews, and examinations.
- ✓ Developing policies and programs that encourage managers and employees to report suspected fraud and other improprieties, without fear of retaliation.
- ✓ Coordinating internal compliance review and monitoring activities, including periodic reviews of departments.
- ✓ Independently investigating and acting on matters related to compliance. Monitoring external review processes.

2. Employer: Prime Bank Limited

Designation: Executive Officer

Department: Human Resource (HR) Division

Location: Head Office, Adamjee Court Annex Building-2, 119-120, Motijheel C/A, Dhaka-1000, Bangladesh

Period: November 1, 2009 to November 13, 2013

Responsibilities:

- ✓ Implementing and revising a company's compensation program.
- ✓ Creating and revising job descriptions.
- ✓ Conducting annual salary surveys.
- ✓ Developing, analyzing, and updating the company's salary budget.
- ✓ Developing, analyzing and updating the company's evaluation program.
- ✓ Developing, revising, and recommending personnel policies and procedures.
- ✓ Maintaining and revising the company's handbook on policies and procedures
- ✓ Performing benefits administration.
- ✓ Maintaining affirmative action programs.
- ✓ Overseeing recruitment efforts for all personnel, including writing and placing job ads
- ✓ Conducting new employee orientations and employee relations counseling.
- ✓ Overseeing exit interviews.
- ✓ Maintaining department records and reports.
- ✓ Participating in administrative staff meetings.
- ✓ Maintaining company directory and other organizational charts.
- ✓ Recommending new policies, approaches, and procedures.

3. Employer: Prime Bank Limited

Designation: Principal Officer

Department: Research & Development (R&D) Division

Period: August 9, 2009 to October 31, 2009

Responsibilities:

- ✓ Commodity Markets on Eight Commodities (Rice, Wheat, Edible Oil, Sugar, Pulse, Cotton, Fertilizer and Scrap Rod).
- ✓ Publication of 'In-Focus'-A Monthly Newsletter of R&D Division on Macro Economy.
- ✓ Global-Finance and Banking Related Issues and Business Feasibility Study on Setting up Branches.
- ✓ Automatic Teller Machine (ATM) and Small and Medium Entrepreneurs Service Center (SMESC).

4. Employer: Metropolitan Chamber of Commerce & Industry, Dhaka

Designation: Deputy Chief


Department: Economic Research Cell

Location: Chamber Building, 122-124, Motijheel C/A, Dhaka-100, Bangladesh

Period: January 1, 2007 to August 8, 2009


Responsibilities:

- ✓ Regularly provide assistance to Mercer SA (Switzerland) to conduct Cost of Living Survey.
- ✓ IFO Institute for Economic Research.
- ✓ Germany to conduct World Economic Survey.
- ✓ The current economic, trade and industrial relations trend both local and international.
- ✓ Through publishing two monthly bulletins (*Chamber News* and *Labour News*).
- ✓ Prepare reports on macroeconomic situation of the country.
- ✓ Bilateral trade between Bangladesh and other countries.
- ✓ At times do special assignments for dealing with problems on trade policies and industrial relations.
- ✓ Stores data collected for empirical economic research.
- ✓ Business policy research and Macroeconomic performance of the economy.
- ✓ Preparing assignments of interest for policies of trade and industry.

- 5. Employer:**  **Metropolitan Chamber of Commerce & Industry, Dhaka**
Designation: Research Officer
Department: Economic Research Cell
Period: April 1, 2006 to December 31, 2006


Responsibilities:

- ✓ Regularly provide assistance to Mercer SA (Switzerland) to conduct Cost of Living Survey.
- ✓ Trade and industrial relations trend both local and international.
- ✓ Through publishing two monthly bulletins (*Chamber News* and *Labour News*).
- ✓ Prepare reports on macroeconomic situation of the country.
- ✓ Bilateral trade between Bangladesh and other countries.
- ✓ At times do special assignments for dealing with problems on trade policies and industrial relations and Stores data collected for empirical economic research.

- 6. Employer:**  **Padma Bleaching & Dyeing Ltd.**
Designation: Manager
Department: Administration & Compliance Department
Location: Golakandail, Bhulta, Rupgonj, Narayangonj, Bangladesh
Period: February 1, 2005 to March 30, 2006

Responsibilities:

- ✓ Plan, coordinate and manage all administrative procedures and systems.
- ✓ Allocate responsibilities and office space.
- ✓ Assess staff performance.
- ✓ Provide coaching and guidance to ensure maximum efficiency.
- ✓ Ensure the smooth and adequate flow of information within the company.
- ✓ Manage schedules and deadlines.
- ✓ Purchase new material as needed.
- ✓ Identify process bottlenecks.
- ✓ Offer solutions for improvement.
- ✓ Monitor costs and expenses to assist in budget preparation.
- ✓ Oversee facilities services and maintenance.
- ✓ Organize and supervise other office activities.
- ✓ Adhere to policies and regulations.
- ✓ Keep abreast with all organizational changes and business developments.
- ✓ Develop and implement an effective legal compliance program.
- ✓ Create sound internal controls and monitor adherence to them.
- ✓ Draft and revise company policies.
- ✓ Proactively audit processes, practices and documents to identify weaknesses.
- ✓ Evaluate business activities to assess compliance risk.
- ✓ Set plans to manage a crisis or compliance violation.
- ✓ Educate and train employees on regulations and industry practices.
- ✓ Address employee concerns or questions on legal compliance.
- ✓ Keep abreast of internal standards and business goals.

- 7. Employer:**  **Deshbandhu Sugar Mills Ltd**
Designation: Assistant Manager
Department: Human Resource Department
Location: Kawadi, Charshindur, Palash, Narshingdi, Bangladesh
Period: January 1, 2003 to June 30, 2004

Responsibilities:

- ✓ Handling employment relations issues such as grievances and employee welfare.
- ✓ Leading the recruitment process, including selection and interviewing of candidates.

- ✓ Collaborating with other managers in the business, sometimes internationally, to ensure the smooth running of the company from a people perspective.
- ✓ Partnering with senior operational staff including the HR director, to establish and roll-out people-related strategy.
- ✓ Overseeing staff attendance and absence monitoring.
- ✓ Providing detailed HR reports to senior management teams.
- ✓ Administration of employee-related paperwork, such as employment contracts, new starter packs, or formal notices of termination.
- ✓ Leading new starter company inductions.
- ✓ Managing talent pools and succession plans to ensure the company can continue to operate in the future.
- ✓ Overseeing training and development of employees.
- ✓ Administering financial elements such as payroll, compensation and benefits, and pension schemes.
- ✓ Handling highly confidential information in an honest and trustworthy way.

Educational qualification:

Degree	Year	Result	Board/University
MBA Major in HRM	2019	Enrolling	Bangladesh Open University
M.S.S of Political Science	2004	2 nd Class	National University
Bachelor of Arts	2000	2 nd Class	National University
H.S.C in Science	1997	1 st Division	Rajshahi Board
S.S.C in Science	1994	1 st Division	Rajshahi Board

Workshop/Seminar attended:

1. Training on the International Short Course on Small and Medium Entrepreneurs (SME) Development and Management, The organization of the Islamic Conference (OIC) conducted by Department of Mechanical and Chemical Engineering, Islamic University of Technology, Dhaka, Bangladesh. During 10-14 November 2007.
2. Workshop on Market Analysis Using ITC's Analytical Tools, Export Impact for Good, organized by International Trade Centre (WTO) supported by GTZ SAARC Trade Information Project (SAARC-TIP), Kathmandu, Nepal, 17 June 2009.
3. Training on Defence of Bangladesh's Interests in Foreign Anti-Dumping Investigations and Use of WTO Dispute Settlement Mechanism to Challenge Anti-Dumping Determinations Adopted by other WTO Members, Bangladesh Tariff Commission organized under Bangladesh Trade Support Programme (BTSP), Ministry of Commerce-a project funded by the European Union and implemented by the Ministry of Commerce. This training course was conducted between 20th of May and 28th of May 2008 over a period of 35 training hours.
4. Japan External Trade Organization (JETRO) Workshop on Use and Application of Trade Tie-up Promotion Program (TTPP), Sheraton Hotel, Dhaka, Bangladesh Duration 16th -17th July, 2006.
5. Training course on Managing change and organizational development to achieve success organized by Metropolitan Chamber of Commerce and Industry, Dhaka. Duration 6th – 11th May 2009.
6. Training on SAARC Trade Information Network organized by Deutsche Gesellschaft fuer Technische Zusammenarbeit (GTZ) GmbH, Bentota, Sri Lanka. Duration 31st March – 7th April 2009.

7. Training programme on Child Labour and Education: a Capacity Building and Training Workshop, organized by jointly ILO, UNICEF, UNESCO, International Training Centre ILO and Ministry of Labour, Co-financed by the Italian Ministry of Foreign Affairs, BDCM Training Centre, Rajendrapur, Gazipur, Bangladesh. Duration 15th – 18th March 2009.
8. Training on SAARC Trade Information Network organized by Deutsche Gesellschaft fuer Technische Zusammenarbeit (GTZ) GmbH, Kathmandu, Nepal. Duration 15th – 18th February 2009.
9. Training on SAARC Trade Information Network organized by Deutsche Gesellschaft fuer Technische Zusammenarbeit (GTZ) GmbH, Colombo 2 Sri Lanka. Duration 5th - 7th December 2007.
10. ILO Workshops the ILO Regional Workshop on Legal Framework and Law Enforcement Capacity in Combating Child Trafficking for Labour and Sexual Exploitations organized by ILO, Dhaka Bangladesh. Duration 17th -18th September, 2006.
11. Workshop on Use and Application of Electronic Data Interchange (EDI) in International Trade, organized by the UN Economic and Social Commission for Asia and the Pacific (ESCAP) organized by UNDP, Dhaka Bangladesh. Duration 7th -8th October, 2007.

Computer Related Training:

1. Training on Basic Computer Literacy and Operating System, Windows 98, Microsoft Word 2000, Microsoft Excel 2000, Microsoft Access 2000 and Microsoft PowerPoint 2000, Training program in IEB Computer Education Program at the Institution of Engineers, Bangladesh, Headquarters, Ramna, Dhaka, Bangladesh. Duration 11th September, 2005 – 06th December, 2005 (48 Hours).
2. Training on Microsoft Office XP including MS Word, MS Excel, MS PowerPoint, MS Access & Internet, Training program in World Open Education Program (WOEP), Orchid Plaza-2, 109 Green Road, Farmgate, Dhaka, Bangladesh. This Training was conducted from 1st January 2007 to 20th July 2007.

Skills:

Excellent interpersonal skills and abilities, Self-motivated, Supervisory skills, Team building skills, Problem solving skills, Basic counseling skills, Negotiations skills, Effective public relations and public speaking skills, Research and program development skills, Stress management skills, Interviewing skills, Time management skills, Effective written communications skills including the ability to prepare reports, proposals, policies and procedures, Capable of achieving urgent and long-term objectives and goals and meet procedural deadlines, Counter well in high-stress environment.

Ability to handle multiple clients at one time, In-depth knowledge of business development and client service, Coordinating extensive communication networks interviews, written correspondence, escalations, oral presentations, to keep executive staff and team members apprised of goals, and resolve relevant issues and conflicts, Extensive experience with Microsoft Word, Excel, Power Point, Strong Analytical and Problem Solving skills, Multi-Tasking abilities, with proven experience in utilizing people and process knowledge to assist enterprises in making critical decision.

Personal Precise:

Name (In Block letters) : MD. GOLAM MOULA
Father's Name : Md. Abul Khayer
Ex- Manager
Mechanical Engineer
Bangladesh Sugar & Food Industries Corporation (BSFIC)
Mother's Name : Mrs. Nilufar Khayer
Housewife
Spouse's Name : Mehnaz Binte Amin
Housewife
Present Address : 32/1, Azimpur Road, Dhaka-1205
Permanent Address : Professor Para, P.O.-Joypurhat
P.S.-Joypurhat, Dist.-Joypurhat-5900
Nationality : Bangladeshi (By Birth)
Date of Birth : August 24, 1978
Marital Status : Married
Child : 1. A M M Mubarrat Ahbab Munif
2. Muhib Md. Muntasir Moula
Passport : BQ0182520
National ID Card : 5954365515
Birth Certificate : 19782692020068369

Reference:

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Date:

Md. Golam Moula