

Asif Ahmed

Human Resources Professional

Dhaka, BD 1207

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To describe myself in few words, I would like to say-

- I am a quick learner & able to adopt any situation and work pressure very quickly.
- And able finished my assign works within the deadline.
- I never let my believers down, who believe on me and my works.

I completed my BBA & MBA from American International University - Bangladesh, major in Human Resource Management. Currently I work as Deputy Manager - HR & Administration in UniMed UniHealth Group (UniMed UniHealth Pharmaceuticals Limited, UniMed Limited, UniHealth Limited) in Bangladesh. Nature of this company are Pharmaceuticals, Diagnostic Machine & Accessories, Dental Machine & Accessories.

Previously I worked for Pharmasia Limited (A Sony Rangs Enterprise) for 06 Year 07 month and Chine & Associate Ltd (A Buying House) for 07 months.

Besides on my regular job, I am working as a Human Resources Consultant and providing full HR related supports from July 2019 to till now.

Willing to relocate to: Ontario, CA - Saskatchewan

Work Experience

Human Resources Professional

UniMed UniHealth Pharmaceuticals Limited - Dhaka, BD

May 2019 to Present

Working as Deputy Manager - Human Resource & Administration

Major Responsibility -

- Conducting Selection process of All Office & Field Personal.
- Conducting Recruitment process of All Office & Field Personal.
- Responsible for Appointment letter, Warning letter, Transfer letter, Appraisal letter, Upgradation letter, Confirmation letter.
- Performance Appraisal (KPI) & Increment.
- Trained Office Personal about HR Practice & Policy.
- Maintaining & Updating ERP - HRIS system.
- Maintaining final settlement files & clearance procedures.
- Maintain Minutes of HR meeting and Managing Director Meeting.
- Responsible for All employee file maintains.
- Conducting and maintaining ISO Audit.
- Conducting Employee Induction program based on recruitment & Demands.
- Day-to-Day work assigned by Management (Like internal letter making etc.).

Human Resources Professional

Pharmasia Limited (A Sony Rangs Enterprise) - Dhaka, BD
September 2012 to April 2019

Working as Senior Executive - Sales Administration

Major Responsibility -

- Monitoring Attendance of field forces.
- Leave management of field forces.
- Recruiting & Selections of Field forces.
- Maintain the whole process of all kinds of Incentive.
- Performance Appraisal (KPI) for field forces.
- Create, Update, modified of all field structure.
- Maintain and writing "Warning" Letter to field force and send to them.
- Prepare Service Cheque.
- Maintain the list of "Left out field force list", which is send from DEPOT.
- Sales (Tk value) input to Target files (Nationally), PME wise.
- Rearranged and synchronized the sales amount, if there are any problems for Territory, Vacant, Double sale.
- Received all Contract DCC (Raw and Hard copy) from Depots and Process all for further process.
- Day to Day work assigned by Management (Like: Motorcycle list making, internal letter making etc.

Human Resources Professional

Chine & Associate Ltd (A Buying House) - Dhaka, BD
March 2012 to August 2012

Working as Junior Executive - Administration

Major Responsibility -

- Recruiting & Selections of Office Executives.
- Monitoring Day to Day Business Updates.
- Monitoring Marketing Executive Schedule.
- Monitoring Order and Supply Status of Different Garments.
- Day to Day Worked Provided By Higher Authority.

Education

Master's Degree in Human Resource Administration in Human Resource Administration

American International University - Dhaka, BD
January 2012 to December 2014

Bachelor's Degree in Human Resource Administration in Human Resource Administration

American International University - Dhaka, BD
January 2008 to February 2012

Apprenticeship in Interned in HR Department

ACME Laboratories Limited - Dhaka, BD

September 2011 to December 2011

Higher Secondary School in Science

Jhalakati Govt. College under Barisal Board - Jhalakati, BD
January 2005 to December 2007

Secondary School in Science

Jhalakati Govt. Boys High School under Barisal Board - Jhalakati, BD
January 2002 to December 2004

Skills

- Human resources (9 years)
- Human resources management (7 years)
- Recruiting (5 years)
- HRIS (6 years)

Languages

- English - Fluent
- Bengali - Expert
- Hindi - Beginner

Links

https://www.instagram.com/aa_asif87/

<https://www.linkedin.com/in/asifahmed87/>

Additional Information

- Good communication skills.
- Effective organizer with strong motivation and the ability to work under pressure and meet deadlines.
- Skilled in using Microsoft Office and familiar with all kinds of Microsoft Office-based software.
- Familiar with Internet applications. Also having basic knowledge about hardware and software.
- Event Organizer – Bangladesh Blue Economy Projects Between Republic of Bangladesh Government and Republic of China Government Delegates in 10 November 2018 at Hotel Sarina, Banani, Dhaka.
- Event Organizer – Bangladesh Power Development and Cooperation Between Republic of Bangladesh Government and Republic of China Government Delegates in 24 September 2018 at The Westin, Gulshan, Dhaka.