



MD RASHEDUL HAQUE

Deputy Manager Human Resource

CONTACT

☎ (+880) 1622 702 800

✉ mail.rashedulhaque@gmail.com

📍 Savar, Dhaka, BD

🌐 in/rashedul-haque

🌐 rashedulhaque.w3spaces

SKILLS

Data Analytics	8 years
Presentation	8 years
Payroll	6 years
TnD	5 years
Automation	5 years
Change Mgmt	5 years
Process Dev	5 years
Leadership	4 year

EDUCATION

MBA

Major: Human Resource Management (HRM)

Jahangirnagar University
2015 - 2017

BSc

Major: Electrical & Electronic Engineering (EEE)

University of Asia Pacific
2009 - 2013

Short Course

IELTS (S@ifurs), ToT

About me

Results-driven HR professional with expertise in data analytics, payroll management, and team leadership. Proficient in developing insightful reports and dashboards, overseeing payroll for 8,000 employees, and delivering impactful training programs. Experienced in HR automation, policy development, and project management, with a proven ability to enhance operational efficiency and drive strategic initiatives. Recognized for leadership skills and commitment to continuous improvement.

Work experience

- Youngone Corporation** Oct 2016 - Present
Factory | Youngone Hi-Tech Sportswear Industries Ltd.
 Dhaka Export Processing Zone, Savar, Dhaka
- Data Analytics & Reporting**
 Successfully led multiple data analytics and reporting projects, utilizing advanced analytics tools. Developed comprehensive reports and impactful presentations that supported senior management in making informed strategic decisions.
 - I have developed and implemented HR dashboards for senior management, offering key insights like manpower, turnover, attendance, and more, now utilized across YOUNGONE's local and international factories.**Skills:** Analytical Skills, Excel, PowerPoint, PowerBI, Dashboard
- Payroll Management**
 I oversee the preparation of monthly salaries, increments, promotions, and other payroll activities for 8,000 employees.
 - I generate reports from HRMS, reconcile manpower and salary data, and submit detailed journals and requisitions with related data to the Accounts and Finance department for accurate disbursement.
 - I coordinate the distribution, collection, and consolidation of evaluation sheets for performance appraisals, ensuring alignment with company guidelines for increments and promotions. I oversee and actively participate in every step of the evaluation and increment process to ensure its smooth execution.**Skills:** HRMS Proficiency, Data Analysis, Financial Reporting, Attention to Detail, Stakeholder Management, Process Management, Time Management
- Training & Development**
 For about four years, I have identified and assessed the organization's training needs, developed and designed targeted training programs, and managed facilitators to deliver engaging sessions. I have also evaluated the effectiveness of these programs through feedback and assessments, ensuring ongoing improvements.
 - I have coordinated and scheduled Skill Development, Health & Safety, and Labour Issue related training, managed logistics, and maintained accurate records.
 - I ensure all training complies with legal requirements and industry best practices while staying current with the latest training trends to enhance program effectiveness.**Skills:** TNA, Collaboration and Teamwork, Record Keeping, Evaluation and Feedback, Training Delivery, Program Development, ToT

● HR Automation Project Management

I collaborate with the software development team to design and implement HR automation systems (HRMS). I oversee the planning, development, testing modules, and updating of the software, ensuring successful project implementation. My role involves ensuring the HRMS meets organizational needs and integrates effectively with existing systems to streamline and enhance HR processes.

Skills: Process Automation, Problem-Solving, System Integration, Project Management, Collaboration, Communication, Software Testing and Troubleshooting

● Policy and SOP Development

I have experience to develop and implement policies and SOPs that ensure compliance, streamline operations, and promote efficiency. I collaborate with teams to establish best practices, communicate guidelines, and support adherence through training. Additionally, I prepare flyers and infographics to effectively communicate guidelines and enhance employee comprehension.

Skills: Policy Development, SOP Development, Canva, Compliance Management, Process Improvement, Communication, Creative

● Project Implementation

As an accomplished HR professional, I have effectively managed and executed key projects aligned with organizational goals. My role has involved spearheading initiatives to improve financial processes, enhance employee training, and ensure regulatory compliance.

- Successfully led a project to transition 8,000 employees to bank account payments, eliminating cash payments and ensuring 100% compliance.
- Implemented comprehensive training programs on Workers' Rights and Zero Harassment & Abuse, achieving full participation and raising awareness among all employees.
- Contributed to the K-SOX (Korean Sarbanes-Oxley) audit process, ensuring compliance with financial regulations and internal controls.

Skills: Stakeholder Engagement, Internal Controls, Compliance Management, Process Optimization, Communication, Project Management, Change Management

● Supervision

I oversee and manage a team of 5 subordinates, providing guidance, support, and direction to ensure effective performance and achievement of team goals. My role includes delegating tasks, conducting performance reviews, and fostering a collaborative work environment to enhance productivity and professional development.

Skills: Team Leadership, Delegation, Performance Management, Collaboration, Professional Development, Problem Solving

Exclusive Leadership Training

Selected as a top management employee to participate in the prestigious "Youngone Leadership Development Program (YLDP)." This exclusive program, conducted by international experts, focused on enhancing leadership and management skills through a blend of theoretical knowledge and practical sessions. The experience provided advanced insights and strategies, further refining my leadership capabilities and managerial expertise.

References

Available on request.