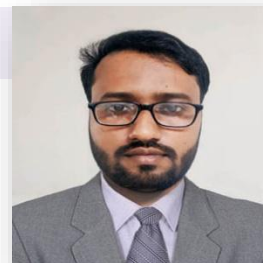


Md. Alam Hossain

House# 13, Koborstan Road, Pallibidyut, Ashulia, Savar, Dhaka

• 01843 412149 • nnnalamn@gmail.com • www.alamhossain.com



Career Objectives

To secure a senior role in HR & Payroll Management where I can leverage my 10 years of expertise in HRM, HRIS, Compliance, Payroll automation, and Employee Relations to drive operational excellence and organizational growth.

Career Summary

Human Resources & Payroll professional with **9.8 years' experience** in HR, Admin, IT, and Compliance. Skilled in **HRIS, ERP, SQL-based payroll automation, compensation & benefits, talent acquisition, and labor law compliance**. Proven track record in leading HR teams, implementing process improvements, and ensuring accurate payroll for large-scale workforces. Strong communicator with leadership, problem-solving, and analytical abilities.

Special Qualifications

- Expertise in **Payroll Management (ERP, SQL, HRIS)**,
- **Labor Law compliance** & HR audit handling,
- Strong leadership in **HR & Admin team management**,
- Talent acquisition, onboarding & retention strategies,
- Performance appraisal system design & implementation,
- Employee engagement, grievance handling & conflict resolution,
- Data analysis & reporting (Excel, SQL, MIS),

Experience

Assistant Manager – HR & Admin
Dekko Legacy Group, Ashulia, Dhaka
Feb 2021 – Present (4.9 yrs)

Key Responsibilities & Achievements

- Managed **end-to-end payroll** for 7,000+ employees, ensuring accuracy in salary, overtime, tax, provident fund, and allowances.
- Create, update, and enforce **HR policies, Operations and procedures** in alignment with legal requirements and organizational values.
- Implemented **ERP & SQL-based payroll automation**, resolving database errors and reducing payroll processing time by 30%.

Experience -

- Oversaw **recruitment & onboarding** for critical positions, building a CV database and managing job posts on platforms like BDJobs, LinkedIn, and Job Portal.
- Conducted **training & development programs**, performance appraisals, and employee engagement initiatives to improve retention.
- Coordinated **compliance audits** (buyer audits, social compliance, labor inspection) with zero non-compliance reports.
- Acted as grievance handler and mediator, resolving workplace conflicts and improving employee relations.

Executive – HR & IT

Palmal Group of Industries, Dhamrai, Dhaka

Jun 2018 – Feb 2021 (2.8 yrs)

Key Responsibilities & Achievements:

- Prepared and disbursed monthly payroll for 3,500+ employees, ensuring 100% compliance with labor rules and regulations.
- Support **Training Needs Analysis (TNA)**, arranged skill development programs, and evaluated training effectiveness.
- Maintained and updated **HRIS database**, ensuring accuracy in attendance, leave, and personnel records.
- Generated **MIS reports** (attendance, overtime, headcount, turnover) for senior management decision-making.
- Controlled **excessive overtime** by reviewing attendance anomalies and adjusting manpower allocation.
- Supported all HR operations, including recruitment, onboarding, performance appraisals, and benefits administration.
- Provided **IT support** for HR systems and reporting tools to ensure smooth HR operations.

Officer – IT & HR Support

Akboria Group, Bogura

Mar 2016 – May 2018 (2.2 yrs)

Key Responsibilities & Achievements:

- Managed payroll, compensation & benefits, and statutory contributions for 1,500+ employees.
- Maintained **HR records, personal files, and attendance systems** with confidentiality and accuracy.
- Supported HR team in handling leave management, overtime calculations, and banking formalities for salary disbursement.
- Developed and maintained **production & HR reports** (daily, weekly, monthly) for management use.
- Provided **IT system support**, ensuring ERP-based HR software ran smoothly and securely.
- Assisted management in preparing compliance and HR audit reports.

Specializations

Fast Typing Speed • Web Development • Project management • Team player • Excellent time management skills • Conflict management • Public speaking • Data analytics • Motivational Speaker • Industrial Relations

Academic Qualifications

MBA (Ongoing) – HRM, Presidency University (Expected Completion: 2026)

M.Sc. in Botany – National University, 2014 (CGPA: 2.78/4.00)

B.Sc. (Hons) in Botany – National University, 2013 (CGPA: 2.74/4.00)

CSE(Diploma) – SIT Foundation, 2013 (CGPA: 4.6/5.00)

HSC (Science) – Rahamat Iqbal College, 2009 (CGPA: 3.6/5.00)

SSC (Science) – Ranbagha High School, 2006 (CGPA: 3.25/5.00)

Training & Certifications

- Payroll Management – Solicitorsbd Associates, 2023
- HR Payroll 0 to Hero – HR Professional BD, 2023
- Advanced HR & Payroll Management – elearning24h.com, 2023
- ETI Gender-Sensitive Workplace – ETI Bangladesh, 2021
- Introducing HRIS Programme – TMMS, 2017
- PGDHRM – BIM, Dhaka, 2018
- Computer Office Application – BTEB, 2016
- Professional Freelancing – BIIT, 2017 Literature

Language Proficiency

- **Bangla:** Reading – High | Writing – High | Speaking – High
- **English:** Reading – High | Writing – High | Speaking – High
- **Hindi :** Reading – Medium | Writing – Low | Speaking – Medium

Reference

Tuton Paul – AGM, Dekko Legacy Group | 01717538777 | tuton.aal@dekkolegacy.com

Moallem Hossain Milton – DGM (Admin & HR), Palmal Group | 01712678600 |

milton.fhro@palmalgarments.com

I hereby declare that all the information provided in this resume is true and accurate to the best of my knowledge and belief.



Md. Alam Hossain