
SHAIKH SAJIBUR RAHMAN

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Key Competencies ▾

Over 06 years of experience in Training Institute & bank as well Areas of interest encompass Human Resource Management, Strategic Management, entrepreneurship development Business Management, Social Compliance, and Socio-economic Research and Administration.

A management consultant, researcher and a trainer by profession working for the Bangladesh Institute of Management (BIM), the premier management training institute of the country for over 05 years.

1. Professional Experience ▾

1.1: BANGLADESH INSTITUTE OF MANAGEMENT (BIM), DHAKA, BANGLADESH

Period	Position
8 th January 2014 to 3 rd February 2019	Associate Management Counsellor and Faculty Member
04 February 2019 to till the date	Management Counsellor and Faculty Member

Responsibilities:

- Analyze Training Needs, Preparing Training Materials, Conduct Sessions, Organizing Training Programs, Coordinating Training Programs, and Organizing Tailor Made Program.
- Providing consultancy services on different business and socio-economic issues in general and Human Resource Management in Particular to government, non-government, private, multinational, and international agencies, departments, and organizations.
- Preparing Research Proposals or protocols on different socio-economic and business issues in general and human resource management in particular and undertake research work.
- Delivering Lecture in One Year Long Post-Graduate Diploma Programs
- Delivering Lecture in Various Short Training Programs.
- Taking courses as Paper Leader (Taking classes, preparing session plan, preparing question paper, conducting exams, examining answer script.
- Supervising students to prepare thesis paper on different research issues as partial fulfillment of the requirement of post-graduate diploma degree.
- Organizing reports on BIM performance for Ministry and other organizations.
- Performing Batch Coordinator ship in different diploma classes.

Undertaken Responsibility as Paper Leader in One Year Long Diploma Programs

- Fundamentals of Human Resource Management - (Diploma in Human Resource Management).
- Fundamentals of Management - (Diploma in Human Resource Management).
- Organization Behavior - (Diploma in Human Resource Management).
- Industrial Relations - (Post Graduate Diploma in Human Resource Management)

- Human Resource Development - (Diploma in Human Resource Management).
- Strategic Human Resource Planning - (Diploma in Human Resource Management).

SHORT TRAINING PROGRAMS OFFERED FROM BIM:

- **“Certificate course on Human Resource Management Managing (CHRM)”** - Duration 02 week (40 Contact Hours).
- **Managing Recruitment & Selection”** - Duration 01 week (24 Contact Hours).
- **“Competency based Interviewing Skills”** - Duration 01 Day (Daylong) 08 Contact Hours).
- **“Payroll & Compensation Management”** Duration 01 Day (Daylong) 08 Contact Hours).

LECTURE DELIVERED IN DIFFERENT SHORT TRAINING PROGRAMMES

1. “Managing Human Resources in Organization”
2. “Human Resources Auditing and Accounting”
3. “Manpower Planning and Development”
4. “Foundation of Managerial Skills”
5. “Human Resource Management for Executives”
6. “Basic Management and Human Resource Development”
7. “Human Resource Management: Principles & Practice”
8. “Basic “Human Resource Management”
9. “Office Management with Computer Application”
10. “Human Resource Management for New HR Professionals”
11. “Certificate Course on Human Resource Management”
12. “Organization Development and Training Management”
13. “Motivating People at Work”
14. “Effective Workplace Co-operation”
15. “Leadership Development”
16. “Effective Team Building”
17. “Management for New Managers”
18. “Training Needs Assessment (TNA)”
19. “Legal Approach to Managing Human Resources”
20. Training of Trainers (TOT)

1.2: Research & Consultancy Work in BANGLADESH INSTITUTE MANAGEMENT (BIM), DHAKA, BANGLADESH

- Worked as assistant co-coordinator in Upazila Governance Performance Assessment funded by UNDP & EU
- Worked as assistant co-coordinator in BCIC (Ministry of Industries)-BIM Training Consultancy
- Worked as assistant co-coordinator in DTCA(Ministry of Road & Transportation)-BIM Training Consultancy
- Worked as assistant coordinator in BCIC-BIM Training Consultancy
- Worked as Field coordinator on Impact Assessment of Cyclone center of Ministry of Disaster Management & Relief.
- Worked as Field coordinator on Upazila Governance Performance Assessment funded by UNDP & EU
- Different training conducted as a master trainer of workplace cooperation in RMG sector under ILO.
- Worked as Field Research officer on Training Needs Assessment: Leading organizations in Bangladesh by BIM.

1.3: Publications

1. Absenteeism & Its Impact On Employee Turnover: A Study on RMG Industry of Bangladesh Published in Management journal of BIM.

2. Impact of Development Program on Employee Performance: A Study on Human Resource Professionals Published in Management journal of BIM.

1.4: Jamuna Bank Limited (JBL)

Period	Position
May 2013 to January 2014	First Executive Officer

Responsibilities:

- ✓ Account opening
- ✓ Remittance Disbursement
- ✓ Corporate Credit Management
- ✓ Retail Credit Management
- ✓ Project Inspection
- ✓ Proposal Evaluation
- ✓ Client Relation
- ✓ Reporting to Head Office

2. Academic Attainments ▼

Degree	Board/University/Institute	Major Area/Group	Passing Year	Result
PGD	Bangladesh Institute of Management (BIM)	Marketing Management	2017	4 out of 4.00
MBA	University of Dhaka	Human Resource Management	2010 (Exam held 2011)	3.73 out of 4.00
BBA (Bachelor)	University of Dhaka	Management	2009(Exam held 2010)	3.59 out of 4.00
Higher Secondary	Dhaka Education Board	Business Studies	2005	4.90 out of 5.00
Secondary	Dhaka Education Board	Business Studies	2003	3.75 out of 5.00

3. Professional Training Received ▼

Type of Training	Institution Name	Major Areas	Duration
Training on Faculty Development Program	University of Malay, Malaysia	Research Methodology and Management	Eight days

Training on Kaizen	JICA Dhaka, Bangladesh	5'S, Quality & Productivity Improvement	Six Months
Effective Leadership in Change Management	Bangladesh Institute of Management (BIM)	Leadership	17 th October' 2016
National Integrity Strategy	Bangladesh Institute of Management (BIM)	Integrity	27 th June' 2016
Research Methodology with the Application of SPSS	Bangladesh Institute of Management (BIM)	Research Methodology	10 th to 21 st January' 2016
ToT on Effective Workplace Cooperation	ITC-ILO	Workplace Cooperation	11 th to 15 th October' 2015
Interest Based Negotiations and Conflict / Complaint Resolution	ILO & Federal Mediation and Conciliation Service, USA	Negotiation Skills	13 th to 15 th December' 2014
Creative Leadership	Bangladesh Institute of Management (BIM)	Leadership	26 th to 28 th September' 2014
ToT and Induction Program	Bangladesh Institute of Management (BIM)	ToT, Office Rules and Policies	30 th January to 17 th March' 2014
Foundation Training on Banking	Jamuna Bank Limited	Banking & Management Functions	03 th to 18 th September' 2013
Brand management	Bangladesh Institute of Management (BIM)	Branding	Two weeks
Training on Climate Change adaptation	Comprehensive Disaster Management Program (CDMP)	Climate Change adaptation	Two days

4. Knowledge in IT ▾

Operating System : Windows 98, Windows XP, Windows 7.
Application Packages : Microsoft Office & other commonly used Application Packages.
Hardware : Troubleshooting, Installation & Maintenance.
Internet : Proficiency in Internet, E-mail.

5. Professional Attachment ▾

- Master Trainer on Work Place Cooperation, International Labor Organization (ILO);
- Life Time Member , Dhaka University Alumni Association (DUAA)
- Registered Graduate University of Dhaka
- General Member , Dhaka University Management Club

6. Knowledge in Language ▾

- Bangla – Mother tongue
- English – Fluent both in speaking and writing

7. Extra Curricular Activities ▾

- Member of Badhan (A Voluntry Blood donor organization)
- Organize different social events in locality.

8. Interests & Hobbies ▾

- Travelling
- Gardening
- Watching cricket matches
- Internet browsing
- Reading
- Listening to music

9. Personal Details ▾

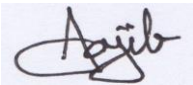
Father's Name : Late Shaikh Saidur Rahman
Mother's Name : Shahajadi Begum
Date of Birth : 20 November 1987
Sex : Male
Marital Status : Single
Blood Group : O+(O Positive)
Height : 5'.65"
Weight : 70 kg
Religion : Islam
Nationality : Bangladeshi
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References ▾

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I hereby declare that the aforementioned statements are true to the best of my Knowledge.



Shaikh Sajibur Rahman