

SHIKDER SUJAN

HR PROFESSIONAL

CONTACT

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36 Oliver Road, Newport, NP19 0HU, UK

SKILLS

- HR support.
- HR policy knowledge.
- HR policy implementation.
- Problem-solving skills.
- Microsoft applications.

KEY ACHIEVEMENTS

- Voted "Employee of the Month", March 2021, McDonald's UK.
- Successful event organizer Award- 2019, Sintra City Hall, Lisbon, Portugal.
- Received two customer service awards in 2017-2018 while working at Sintra Tourist Point for serving customers in a positive manner.
- Received 10% salary increase for delivering successful "Training Proposal" on time while working in Real estate company.

TRAINING/ CERTIFICATIONS

- Diploma in supply chain and logistics.
- Food hygienic, principles and practice.
- IT training.
- First aid training.
- IELTS preparation training.

PROFESSIONAL SUMMARY

I am an HR professional of experienced in hiring, developing and motivating employees. Well-versed in explaining benefits packages to assist employees comprehension and decision-making.

I am aware of changing industry and job market demands. Talented in bridging gaps between labour forces and management to achieve objectives. My expertise includes benefits administration, compensation structuring, recruitment, training and development.

Over 3 years of experience in Real Estate as an HR Executive with 4 years as Operations Assistant in tourism sector. As a volunteer, I have experience working in groups for social development.

WORK EXPERIENCE

HR Assistant

2022-Present

William Hill organisation Limited,
Newport, United Kingdom,

- Assist with payroll function, including processing, answering employee questions, fixing processing errors, and distributing cheques.
- Maintaining employee database and sorting emails for the HR department.
- Maintaining accurate records of employee attendance and leave.
- Assisting HR manager in policy formulation, recruitment and salary administration.
- Assists in the planning and execution of special events such as benefits enrollment, organisation-wide meetings, employee recognition events, holiday parties and retirement celebrations.

Crew Trainer

2020-2022

McDonald's UK Limited,
Newport, United Kingdom,

- Trained new team members and prepared documentation related to their training.
- Monitored the performance of the team members and assisted them in various tasks.
- Assisted customers with their needs and special requests.
- Preparing food, keeping restaurants and kitchens clean and tidy, maintaining proper hygienic.
- Worked as part of a team and provided excellent customer service.

Operation Assistant

2016-2020

Sintra Tourist Point,
Lisbon, Portugal,

- Managed a team of 10 people who assisted our esteemed tourists in various ways.
- Prepared daily work action plans and explained their tasks to each team member.
- At the end of the day, I would report the daily work to the operations manager.
- Performed proper training and development of new team members.
- Formulated and implemented recommended sales strategies for improvement based on regular market research and competitor analysis.

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HR PROFESSIONAL

LANGUAGES

English
Bengali
Hindi
Portuguese



INTEREST/HOBBIES

- Football.
- Cricket.
- Love to travel.
- Watching movies.
- Reading books.
- Swimming and Surfing.

ADDITIONAL INFORMATION

- DOB: 1st February, 1989.
- Marital status: Married.
- Nationality: Portuguese.
- Religion: Islam.
- Blood Group: B+
- Ethnicity: Bangladeshi.

REFERENCES

Tracy Gilmore,
Business Performance Manager,
William Hill UK,

+44 7867820763

tragilmore@williamhill.co.uk

Al Nahiyen Choudhury,
Executive Director,
Sintra Tourist Point,

+351 920072969

nahiyenC.12@gmail.com

WORK EXPERIENCE

HR Assistant

2012-2016

Max Housing and Development Limited,
Dhaka, Bangladesh

- Created and implemented forward-thinking initiatives to improve employee engagement.
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Implement performance review procedures, training and development.
- Giving daily work report to HR Manager and taking work guidelines.
- Conducted annual staff discussions to review progress and evaluate performance.

EDUCATIONAL QUALIFICATIONS

BA Developing Leadership and Management
University of Wales Trinity Saint David, UK

2022-Present

Certificate in Higher Education (Skills for the workplace)

2021-2022

Merit

University of Wales Trinity Saint David, UK

Diploma in Management Studies (DMS)

2006-2008

G. P. A. : 2.85

London Trinity College, UK

Diploma in English

2005-2006

G. P. A. : 3.25

London Trinity College, UK

VOLUNTEER WORK

Volunteer Tutor

2019-2020

Happy children's foundation

Every month, I volunteered to teach 5 to 7-year-old children to read and write in English.

Support Worker

2017-2019

Save the children

I used to collect money for children

Safety Volunteer

2010-2012

JAAGO foundation

I worked as a worker at JAAGO Foundation to increase the awareness of people for safe driving and distributed leaflets on safe driving.