

ABDULLAH AL RASHID
FROM
BANGLADESH

I have been working in a renowned Ceramic Tile & Brick Manufacturing Company, Khadim Ceramics Limited since 2011.

Khadim Ceramics Ltd (KCL) is a pioneer in manufacturing of different type of clay products in Bangladesh. Established in 1995, Khadim Ceramics, based in Sylhet is a sister concern of the most reputed Mirpur Ceramic works Ltd. The company is well known for the production of architectural wall tiles, roof tiles, paving tiles and tile adhesive.

I am very proud to be a family member of Khadim Ceramics Limited.



Currently, I am entrusted with the following responsibilities:

- ❖ Strategic HR planning, job analysis and process analysis along with the Head of HR and update the management time to time. Also assisting Head of HR in decision making process.
- ❖ Preparation & update of organogram for all concerns of the company and assisting Head of HR in Manpower planning and update the management time to time.
- ❖ Ensuring successful recruitment maintaining all process properly (with checklist) and within the time frame and budget.
- ❖ Ensuring proper maintenance of all employees' personal file, service book and storage of employee data in HRIS software and updating it.

- ❖ Ensuring employee induction and a session for having brief idea about the company and a gist of HR Manual of the company.
- ❖ Preparation of yearly training calendar and ensuring successful “On the Job” and “Off the Job” trainings.
- ❖ Evaluation of “Training Need Assessment” forms and preparation of ROI on trainings.
- ❖ Ensuring monthly performance evaluation for the new employees up to confirmation.
- ❖ Performance evaluation of all employees before salary enhancement.
- ❖ Preparation of all kinds of HR Policies & SOPs.
- ❖ Preparation of all kinds of Departmental letters, orders, memos etc.
- ❖ Succession Planning for the crucial positions.

- ❖ Taking measures for employee retention along with the Head of HR.
- ❖ Ensuring proper health & safety management of the employees.
- ❖ ISO Certification & its maintenance.
- ❖ Conflict management and grievance handling.
- ❖ Ensuring compliance of the Bangladesh Labour Act in all respect; specially for taking disciplinary actions.
- ❖ Handling Trade Union related issues along with the Head of HR and update the management time to time.
- ❖ Ensuring smooth completion of final settlement related issues.

At present, our Company is facing the following challenges related to IR, HRM and HRD:

1. **Talent Acquisition**: Attracting and retaining skilled talent is very challenging now a days, especially in competitive industries.
2. **Skills Gap**: There is a disconnect between the skills demanded by our Management and the skills possessed by the workforce.
3. **Employee Engagement**: Maintaining high levels of employee engagement and satisfaction is one of the biggest challenge in our Company.

4. **Performance Management:** There is another challenge in developing effective performance management systems that align with organizational goals and employee expectations.

5. **Employee Well-being:** We are also facing the challenge of addressing employee well-being and mental health issue.