



## **Nazray Morshed Khan Anam**

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### **Professional Summery**

Strategic and result-oriented HR professionals with 11+ years of expertise in HR generalist roles. Seeking a mid-level position to apply skills in entire HR functions such as recruitment, performance management, employee service, policy implementation, payroll, and multi-project HR support. Aim to contribute strategically to an HRD team in facilitating well-communication between management and employees.

### **Core HR Competencies**

- HR Strategy & Operations
- Performance Management (KPI/PMS)
- ERP & HRIS Management
- Staff engagement and welfare
- Talent Acquisition & Onboarding
- HR Policy & Compliance
- Employee Engagement & Retention
- Organizational Development

### **Professional Experience**

#### **1. BRAC James P Grant School of Public Health, BRAC University**

**Deputy Manager, HR** (March 2019 – Present)

BRAC University's School of Public Health is devoted to addressing all the world's public health challenges via teaching, research, and advocacy in conjunction with BRAC and ICDDR'B. Website: <https://bracijgsph.org/>

#### **Accomplishment:**

- Independently managing HR operations for 300+ employees across multiple projects.
- Streamlined the recruitment process, reducing the average time-to-hire by 20% for all levels.
- Solely coordinated ERP-based HR automation including all the HR modules e.g. attendance, leave, payroll and employee records.
- Coordinated to design Job Description and KPI's of 20+ positions and implementation of KPI-based performance assessments, improving team productivity by 15%.
- Developed a comprehensive candidate pool of 1500+ to expedite the recruitment process for researchers.
- Conducted HR data audits quarterly, maintaining data integrity and compliance with HRIS standards.

#### **KPI-based other responsibilities:**

##### **Recruitment and Onboarding:**

- Managing end-to-end entire recruitment processes for 40+ projects, ensuring compliance with HR policies and labor laws.
- Supporting HR manager in recruitment activities, including advertising, screening, interviewing, negotiating, reference checking, and onboarding.

##### **HR Data Management:**

- Maintaining accurate and up-to-date employee data in HRIS and ERP systems.
- Executing regular data audits to ensure data integrity and compliance.

##### **HR Administration:**

- Processing HR transactions promptly, including confirmations, contracts, transfers, promotions, and status changes.
- Review and update HR policies, procedures, and job descriptions.
- Facilitated yearly performance appraisals for 40+ employees.

##### **Employee Support:**

- Providing timely support to staff for ERP-related issues and leave/attendance management.
- Preparing and fast-distributing HR-related documents as and when required.
- Processing monthly salary and bonus reports for 350+ employees.

##### **Workplace Policies:**

- Enforced workplace policies on gender streaming and safeguarding.
- Collaborated with management to ensure successful organizational change.

##### **Employee Engagement and Benefits:**

- Managed employee medical insurance and renewal processes.
- Prepared meeting minutes and facilitated employee engagement programs.

- Developed strong working relationships with project investigators, supervisors, and staff.

## 2. Bay Group- A Group of companies

Website: <https://baygroupco.com/>

### Sr. Executive –HR & Admin (May 2014 to February 2019)

worked directly under the Senior Management's direction to maintain administrative support while ensuring that thousands of workers got excellent HR services.

#### Achievements & duties:

- Accountable for all phases of recruiting and selection, maintaining disciplinary procedures, updating files, and handling the compensation process.
- Oversaw a 30% increase in administrative process efficiency by sourcing, acquiring, and installing automated attendance devices and surveillance systems in factories.
- Developed the Bay Performance Management System (BPMS) and oversaw measuring the performance of all employees to determine their increments.
- To ensure compliance and HR functional responsibilities ran effectively, I communicated with nine farms and factories regularly.
- Managed Foreign Guests' & Expatriates' invites, visa processing, protocol, and all communications.
- Responsible for planning and arranging various events, as well as counselling employees on grievances.
- Managed Foreign Guests' & Expatriates invitations, visa processing, protocol & all communications.

## Education

- Master's in business administration in HRM, BRAC University, December 2016
- Bachelor's in business administration in Marketing, University of Asia Pacific, April 2012

## Professional Certification

- Post-Graduation Diploma in Human Resource Management, United International University, 2020

## Professional Training

- Modern Human Resource Management - Recruitment and Selection Process by Alison
- 12 Hours long training on KPI Master class (2018 Edition)- Mr. Rupak Nasrullah Zaidi, Bdjobs
- 12 Hours long training on "Labor Law & Rules 2015"- Mohammad Rafiqul Islam, Bdjobs
- 2 Days workshop on Gender-Based Violence in the workplace, Breakthrough India.
- 2 days of Training on Fire Fighting, Rescue and First Aid- Fire Service & Civil Defense organised by icddr'b.

## Publications

1. <https://articlebiz.com/article/1052329643-cultivating-a-high-performance-culture-in-bangladesh-the-strategic-imperative-of-employee-engagement>

## Affiliations

- Member of Federation of Bangladesh Human Resource Management (FBHRO)
- Member of Bangladesh Society of Human Resource Management (BSHRM)

## Area of Interest:

HRM, PMS, KPI, Staffing, Training and Development, ERP, Organizational Development

## Skills

- **HRMS-ERP (HR Module):** Administrator of managing HR ERP Module by Apsis (Career Portal and HRMS)
- **Computer Skill:** Sound in Microsoft Office, Google Office Suite.
- **Language Skills:** Fluent in Bangla and English (Secured Band Score 7 in IELTS Test in 2024)
- **Soft Skills:** Followership skills, Teamwork, adaptability, negotiation, communication skills
- **Interests and Hobbies:** Volunteering, travelling, Art & sketch, photography and Cycling.

## References:

1. **Dr. Laura Reichenbach**, MPA, ScD, Dean, BRAC JGP School of Public Health, BRAC University  
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2. **Mr. Md. Musharrof Hossain**, Head, Human Resources Management, icddr'b  
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Nazray Morshed Khan (Anam)

