

SHAIKH SAJIBUR RAHMAN

Management Counsellor & Faculty Member, Bangladesh Institute of Management (BIM)

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PROFESSIONAL SUMMARY

Management consultant, faculty member, researcher and trainer with 13+ years of experience at the Bangladesh Institute of Management (BIM), the country's premier management training institute. Core interests span Human Resource Management, Strategic Management, Entrepreneurship Development, Business Management, Knowledge Management, Digital Transformation, Data Analytics, Technology Management, and Socio-Economic Research & Administration.

PROFESSIONAL EXPERIENCE

Bangladesh Institute of Management (BIM), Dhaka, Bangladesh

04 Feb 2019 – Present Management Counsellor and Faculty Member

08 Jan 2014 – 03 Feb 2019 Associate Management Counsellor and Faculty Member

Key Responsibilities

- ▶ Analyze training needs, prepare training materials, conduct sessions, and organize and coordinate training programs, including tailor-made programs.
- ▶ Provide consultancy on business and socio-economic issues — particularly Human Resource Management — to government, non-government, private, multinational, and international organizations.
- ▶ Prepare and conduct research proposals/protocols on socio-economic and business issues, with a focus on human resource management, and undertake related research work.
- ▶ Deliver lectures in the one-year Post-Graduate Diploma programs and in various short training programs.
- ▶ Supervise students preparing thesis papers as partial fulfilment of the post-graduate diploma requirements.
- ▶ Prepare performance reports on BIM for the Ministry and other organizations.

Jamuna Bank Limited (JBL)

May 2013 – Jan 2014 First Executive Officer

Key Responsibilities

- General Banking and remittance disbursement
- Corporate and retail credit management
- Project inspection and proposal evaluation
- Client relations and reporting to Head Office

CONSULTANCY EXPERIENCE – BIM

- Conducting Assessment Test of Senior Executives for Bank Asia PLC, 2026
- Conducting Recruitment Test of Officers for South East Bank PLC, 2025
- Conducting Recruitment Test of Executives for Dhaka Bank PLC, 2025
- Conducting Assessment Test of Senior Executives for Bank Asia PLC, 2024
- Consultant for the Learning Acceleration in Secondary Education Project, funded by the World Bank
- Feasibility Study of Gas Pipeline for Titas Gas Transmission and Distribution Ltd.
- Conducting Assessment Test for Bank Asia PLC, 2023
- Conducting Recruitment Test for an Electricity Generation Company of Bangladesh, 2023
- Conducting Recruitment Test for an Electricity Generation Company of Bangladesh, 2022
- Assistant Co-coordinator, Upazila Governance Performance Assessment, funded by UNDP & EU
- Feasibility Study on Business Feasibility for Honda Bangladesh
- Assistant Co-coordinator, BCIC (Ministry of Industries) – BIM Training Consultancy
- Assistant Co-coordinator, DTCA (Ministry of Road Transport & Bridges) – BIM Training Consultancy
- Field Coordinator, Impact Assessment of Cyclone Centres, Ministry of Disaster Management & Relief
- Field Coordinator, Upazila Governance Performance Assessment, funded by UNDP & EU
- Field Research Officer, Training Needs Assessment of Leading Organizations in Bangladesh, BIM

RESEARCH EXPERIENCE

- ▶ "Trust Building on F-Commerce"
- ▶ "Preparedness of Training Institutes for Skill Development regarding 4IR"
- ▶ "Impact of 4IR on Job Profile and Skills of HR Professionals"
- ▶ "Digital Transformation of Marketing Strategy to Enhance the Marketability of Short Training Programs of Bangladesh Institute of Management"

PUBLICATIONS

- ➡ Absenteeism & Its Impact on Employee Turnover: A Study on the RMG Industry of Bangladesh. Management Journal of BIM, Vol. 31, No. 2, 2017. ISBN 0378-7532.
- ➡ Impact of Development Program on Employee Performance: A Study on Human Resource Professionals. Management Journal of BIM, Vol. 31, No. 3 & 4, 2017.

- Strategic Human Resource Management Practice in Ready-Made Garment Industries: Health and Safety Perspective. Journal of Business Studies, Vol. 11, No. 2, 2018, University of Rajshahi. ISSN 2309-0944.
- Potential Drivers Affecting Employee Retention in Private Sector Organizations in Bangladesh.

TEACHING & TRAINING PORTFOLIO

- Paper Leader – One-Year 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 by BIM
- "Digital Transformation in Government Offices" — 2 weeks (40 contact hours)
- "Data Analytics and Data-Driven Decision Making in Office" — 8 weeks (120 contact hours)
- "Smart Office in Alignment with Smart Bangladesh" — 2 weeks (40 contact hours)
- "Skill Transformation for the Fourth Industrial Revolution" — 1 week (25 contact hours)
- "Certificate Course on Human Resource Management (CHRM)" — 2 weeks (40 contact hours)
- "Managing Recruitment & Selection" — 1 week (24 contact hours)
- "Competency-Based Interviewing Skills" — 1 day (8 contact hours)
- "Payroll & Compensation Management" — 1 day (8 contact hours)

Lecture Topics Delivered in Short Training Programs

- Digital Transformation in Government Offices · Data Analytics and Data-Driven Decision Making in Office · Smart Office in Alignment with Smart Bangladesh · Skill Transformation for the Fourth Industrial Revolution · Managing Human Resources in Organization · Human Resources Auditing and Accounting · Manpower Planning and Development · Foundation of Managerial Skills · Office Management with Computer Application · Certificate Course on Human Resource Management · Organization Development and Training Management · Motivating People at Work · Effective Workplace Co-operation · Training of Trainers (ToT)

ACADEMIC ATTAINMENTS

- ▶ MBA in Human Resource Management, University of Dhaka
- ▶ PGD in Marketing Management, Bangladesh Institute of Management (BIM)
- ▶ BBA in Management, University of Dhaka

- Higher Secondary Certificate, Dhaka Education Board — Business Studies
- Secondary School Certificate, Dhaka Education Board — Business Studies

PROFESSIONAL TRAINING RECEIVED

Training	Institution	Major Areas	Duration
Management in Smart Era	Asian Institute of Technology, Thailand	Smart technology, content development, educational management	14 days
Training Needs Assessment & Curriculum Development	Asian Institute of Technology, Thailand	TNA process, curriculum development, Education 5.0	12 days
Management & Technology Challenges for 4IR	Asian Institute of Technology, Thailand	Leadership in VUCA world, AI, data analytics, educational leadership	10 days
Faculty Development Program	University of Malaya, Malaysia	Research methodology and management	8 days
Kaizen	JICA, Dhaka, Bangladesh	5S, quality & productivity improvement	6 months
Effective Leadership in Change Management	Bangladesh Institute of Management (BIM)	Leadership	17 Oct 2016
Research Methodology with SPSS	Bangladesh Institute of Management (BIM)	Research methodology	10–21 Jan 2016
ToT on Effective Workplace Cooperation	ITC-ILO	Workplace cooperation	11–15 Oct 2015
Interest-Based Negotiations & Conflict Resolution	ILO & Federal Mediation and Conciliation Service, USA	Negotiation skills	13–15 Dec 2014
Creative Leadership	Bangladesh Institute of Management (BIM)	Leadership	26–28 Sep 2014
ToT and Induction Program	Bangladesh Institute of Management (BIM)	ToT, office rules and policies	30 Jan – 17 Mar 2014
Foundation Training on Banking	Jamuna Bank Limited	Banking & management functions	3–18 Sep 2013
Brand Management	Bangladesh Institute of Management (BIM)	Branding	2 weeks
Climate Change Adaptation	Comprehensive Disaster Management Program (CDMP)	Climate change adaptation	2 days

SKILLS & AFFILIATIONS

IT Proficiency

- Operating Systems: Windows 98, XP, 7
- Applications: Microsoft Office and other commonly used application packages
- Hardware: Troubleshooting, installation & maintenance

► Internet: Proficient in internet research and e-mail communication

Language Proficiency

- Bangla — Mother tongue
- English — Fluent, both speaking and writing
- Hindi — Moderately fluent in speaking

Professional Affiliations

- Master Trainer on Workplace Cooperation, International Labour Organization (ILO)
- Life Member, Dhaka University Alumni Association (DUAA)
- Registered Graduate, University of Dhaka
- Life Member, FBS Management Club

Extra-Curricular Activities & Interests

- Member, Badhan (a voluntary blood donor organization)
- Organizer of community and social events
- Travelling, Gardening, Watching Cricket, Reading, Internet Browsing, Listening to Music

PERSONAL DETAILS

- Father's Name: Late Shaikh Saidur Rahman
- Mother's Name: Shahajadi Begum
- Date of Birth: 20 November 1987
- Marital Status: Single
- Blood Group: O+ (O Positive)
- Nationality: Bangladeshi
- National ID No.: 5068059145
- Permanent Address: Vill: Dhankora, P.S: Kashiani, P.O: Pathorghata-8130, Gopalganj, Bangladesh
- Mailing Address: Bangladesh Institute of Management (BIM), 4 Sobhanbag, Mirpur Road, Dhaka-1207

REFERENCES

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| — Prof. Dr. Muhammad Mohiuddin | — Dr. Mohammad Thoufiqul Islam |
| — Professor, School of Business, Ahsanullah University of Science and Technology | — Professor, Department of Management Studies, University of Dhaka, Bangladesh |
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I hereby declare that the aforementioned statements are true to the best of my knowledge.

Shaikh Sajibur Rahman