



www.skillwizbd.com





Management Consultancy

- Human Resources & Organizational Development
- Financial Management & Internal Control
- Contract Management & Procurement



Industry Research

- Market Conformity
- Salary & Benefits Survey
- Industry trend and research



Head Hunting

- Recruitment services & candidate sourcing
- Selection Tools and interview facilitation
- Assessment Center



Certification

- HR Certification Institute (HRCI) Exam Preparation Courses [SPHRi, PHRi]



Training

- HR Technical Trainings
- Soft Skills Trainings
- ROI & Payback calculation

SkillWiz™ Products and Services

Our unique approach to management consultancy in the fields of Human Resources, Finance and Procurement enables clients to take lead of their own change interventions after successful completion of project activities. Ranging from Job Analysis to Organizational Restructuring, we have unique sets of HR capability enhancement interventions leading organizations towards excellence.

Consultancy intervention(s) using participatory approach.

Consultancy need and interventions vary from organizations to organizations. No matter how insignificant you think a particular process could be in terms of criticality to your organization's overall value stream- we are always happy to help! Please give us a call to schedule a free pre-consultancy meeting for structured analysis and identification of scope for necessary support.

HR Work Stream

Tahseen Zakaria, SPHRi

Former National HR Specialist, United Nations Office for Project Services (UNOPS); Head Talent Acquisition, Airtel Bangladesh Ltd; Former DGM (HR), Apollo Hospitals Dhaka; Former Manager-Training & Administration, GlaxoSmithKline Bangladesh Ltd.

Matias Linder

International Development Consultant; Former HR Capacity Development Specialist, United Nations Office for Project Services (UNOPS); Consultant, Mercer Human Resource Consulting; HR Consultant, Endesa; OD & HR Manager, Eurofound

Dr. Nurul Absar Nahid

Post Doctoral (Indian Institute of Management, University Sains Malaysia), Ph.D in HRM (CU), PGDHRM (BIM), MBA, BBA (CU); Professor & Dean at Chittagong Independent University

Procurement Work Stream

Syed Mohammed Sibgat Ullah

Former Procurement Operations Manager, Unilever Bangladesh Ltd; Former Procurement Manager, Coats Bangladesh Ltd; Former Manager-Procurement, Logistics & Stores, GlaxoSmithKline Bangladesh Ltd.

Elvis Abazi

International Consultant on Procurement Operations
Former Procurement Specialist, United Nations Office of Project Services (UNOPS)

Finance Work Stream

Saad Mahmud

CA CC, Financial Management & Internal Control Specialist.

Our Resource Pool

Capacity Development is at the heart of everything we do. Be it training, mentoring or coaching- we can be your single source of contact for procuring technical or soft skills development interventions from around the globe. From attending to our regularly organized open training sessions to participating in tailored corporate trainings for your organization- your employees would have multiple cost effective opportunities available within our modality.

An array of training services catering all your needs!

In addition to our in-house Resource Persons, we have the option to include additional number of international trainers on retainer contracts ensuring flawless facilitation matching your expectation.

Training

Sl.	Training Title	Duration
HRM101	Modern Concepts of Human Resource Management	1 day
HRM102	Effective Recruitment & Selection (R&S) Process	1 day
HRM103	Employee Learning, Training & Development (LT&D) process	1 day
HRM104	Performance Management System (PMS)	1 day
HRM105	Goal, Goal Setting and Key Performance Indicators (KPIs)	1 day
HRM106	HR Blue Chips: the value stream functionalities	2 days
HRM107	Talent Management: From Competency Mapping to Succession Planning	1 day
HRM108	Strategic Human Resource Management	2 days
HRM109	Job Analysis, Evaluation and Design	1 day
HRM110	Employee Engagement	1 day
HRM111	Planning Learning, Training & Development (LT&D) investments	1 day

Some of our Popular Trainings

Sl.	Training Title	Duration
HRM112	Action Research & Organizational Development (OD)	1 day
HRM113	Compensation & Benefits (C&B) Management	1 day
MGT101	Management for Engineers	1 day
MGT102	Teamwork, Team Building & Leadership Edge	1 day
MGT103	Management Skills for First Line Leaders (FLLs)	1 day
GS101	SMART CV writing & Interview responses	1 day
CS101	MS Excel (Basic/Advanced)	1/2 days
SCM101	Customs Procedure for Import and Export	1 day
SCM102	Material Resource Planning	1 day

Some of our Popular Trainings



Snapshots from Balanced Score Card (BSC) and Key Performance Indicator (KPI) training sessions

Head Hunting

Our proven track record in placing more than 100 candidates across different industries complying with our internal Quality of Hire (QoH) parameters itself is a bold statement showcasing the expertise. From CxO positions to the First Line Leaders- we carefully analyse requirements of each vacant position and source candidates having the right skill-set. Our recruitment team has the unique advantage of accessing our readily available database consisting of more than 5000 potential CVs, which is kept updated through our Candidate Relationship Management (CRM) initiatives.

Industry specific recruitment and placement services

In process of sourcing the right candidate, we also act as one of your valued partners in Employer Branding and can also provide selection assistance such as conducting Assessment Centres to fasten up the overall process.

SkillWiz™ Offers Senior Professional in Human Resources – International (SPHRi) exam preparation course administered by world's HR apex certification body HR Certification Institute (HRCI). The 40 hours i.e. 5 day long exam preparation course consists of formal training, customised material, multiple mock tests, one-to-one coaching and continuous mentoring. Our course instructor Mr. Tahseen Zakaria, SPHRi is an official IHRCI enlisted tutor and among the very first HRCI certified professionals in Bangladesh. To know more about HRCI and global HR professional certifications please visit www.hrci.org.

Exam preparation courses for HR professional certifications

In addition to the SPHRi exam preparation course, SkillWiz™ also offers Professional in Human Resources – International (PHRi) exam preparation assistance through a combo package of customised material and multiple mock tests.

Certification



Snapshots from Senior Professional in Human Resources – International (SPHRI) Exam Preparation Course



SkillWiz's client list

For scheduling a pre-consultation meeting please call, email, or drop a message in our Facebook/LinkedIn page as detailed below:

SkillWiz™

Address: Apartment-A4, Plot-194/E, Road-7,
Block-C, Bashundhara R/A, Dhaka-1229

Mobile: +88 01610007778

Email: info@skillwizbd.com

Website: www.skillwizbd.com

Official Facebook Page:

<https://www.facebook.com/skillwizbd/>

Official LinkedIn Page:

<https://www.linkedin.com/company/skillwiz>



Contact us!!