

Ahmed Ameen

Perth WA | rimon90@gmail.com | 0413 243 583
www.linkedin.com/in/ahmed-raihan-ameen | www.ahmed-ameen.com

Unrestricted Australian Work Rights | National Police Clearance | C-Class WA Driving Licence

HR systems professional with six years' experience across generalist HR and HRIS, supported by a Master of Management Information Systems from Edith Cowan University. Skilled in SAP SuccessFactors, ERP-based HRIS implementation and administration, HR data integrity, Power BI workforce reporting, and process documentation for complex multi-site organisations. Led a full HRIS implementation across 14 business units, including configuration support, data migration, UAT, user training, and post-go-live support, reducing administrative workload by 30%.

CORE SKILLS

HR Operations & Administration

Employee lifecycle coordination | HR documentation | leave management | compliance reporting | onboarding & offboarding

Recruitment & Onboarding

End-to-end recruitment support | agency coordination | contract preparation | onboarding coordination

HR Systems & Data

SAP SuccessFactors (Employee Central, Performance & Goals, Learning, Recruiting, Onboarding) | ERP-based HRIS implementation and administration | system configuration and optimisation | data integrity and governance | Power BI (workforce dashboards, KPI reporting, HR analytics) | Microsoft Excel (advanced) | SQL (basic) | SharePoint | user training and documentation development | process mapping | continuous improvement

Performance & Remuneration Support

Performance reviews | PIPs | salary review coordination | workforce planning support

Compliance & Legislation

Fair Work Act | NES | Modern Awards | policy implementation

EDUCATION

Master of Management Information Systems (MIS) | July 2023 – December 2025

Edith Cowan University, Joondalup, WA

Bachelor of Business (HRM) | February 2015 – July 2017

Edith Cowan University, Joondalup, WA

HUMAN RESOURCES EXPERIENCE

Human Resources Manager (HR Advisor)

April 2019 – May 2023

International Distribution Company Bangladesh PLC.
Dhaka, Bangladesh.

- Administered ERP-based HRIS (Employee Central, performance, expense, onboarding) across 14 business units, maintaining data integrity and governance/security compliance
- Led end-to-end HRIS implementation, spanning requirements, configuration, UAT, training, and documentation, reducing administrative workload by 30%
- Developed Power BI workforce dashboards (headcount, cost, performance) across 14 business units, enabling real-time, data-informed decisions for HR and operational leaders

- Translated HR stakeholder requirements into system-based solutions, improving processes across people systems
- Maintained data integrity, documentation and electronic records across all business units, in line with governance and audit requirements
- Resolved system issues with vendors, sustaining reliable operation across a 1,500+ employee workforce

Executive – HR

July 2018 – February 2019

Meghna Group of Industries (MGI)
Dhaka, Bangladesh.

- Implemented SAP SuccessFactors (Performance Management System), delivering configuration, rollout training to 30+ employee batches and user documentation
- Coordinated recruitment for 200+ roles, developed manpower plans and led HR compliance and policy implementation

Executive – HR

October 2017 – June 2018

US Bangla Footwear Limited (Brand: Vibrant)
Dhaka, Bangladesh.

- Administered HR records, contracts and documentation
- Coordinated end-to-end recruitment and onboarding
- Facilitated employee engagement and performance initiatives

Achievements

- Improved employee retention and productivity through structured HR practices
- Delivered recruitment for 80+ positions

PROFESSIONAL EXPERIENCE

Business Analyst Intern

February 2025 – May 2025

School of Business and Law (SBL), Edith Cowan University
Joondalup, WA

- Conducted stakeholder interviews, mapped current- and target-state workflows in BPMN 2.0, and produced the requirements and data-flow analysis that informed process improvement in a university setting

Tools: MS Excel | MS Project | Lucid | SharePoint | Figma

OTHER EMPLOYMENT

Online Personal Shopper

October 2024 – Present

Woolworths

Inglewood, WA

- Sustained fast-paced daily operations through close team collaboration

Retail Sales Consultant

July 2024 – October 2024

Telstra

Ellenbrook, WA

- Advised customers in a high-volume retail environment, delivering consultative sales support
- Met KPI and customer service targets

Merchandiser & Demonstrator

Crossmark Australia

January 2024 – October 2024

Perth, WA

- Increased customer engagement through hands-on product demonstrations and personalised interactions
- Maintained the StoreTrack app to ensure accurate tracking and reporting

MEMBERSHIP:

- **MAHRI Member** | Australian HR Institute (AHRI) since July 2020
- **AACS Member** | Australian Computer Society (ACS) since April 2024
- **Student Member** | International Institute of Business Analysis since April 2025

VOLUNTARY WORK

- **Volunteer** | ECU's Open Day at Mount Lawley campus (2025) | Perth, WA
 - Provided information for future students and organised campus tours
- **Event Photographer** | Australian UniGames (2016) | Perth, WA
 - Provided comprehensive photographic coverage across multiple sports venues throughout the event
- **Vice President** | East West University Photography Club (EWUPC) | Dhaka, Bangladesh
 - Covered university events, exhibited work nationally, and attended an international workshop in Nepal

REFEREES

References available upon request.