



## **Muhammad Shajahan**

Address : A-63, Jalessor(Elahi Masjid), Radio colony, Savar,Dhaka.

Email : [shajahan.cu71@gmail.com](mailto:shajahan.cu71@gmail.com)

Phone no : 01817750546

### **CAREER OBJECTIVE**

Best utilize my professional experiences and my academic potentiality. Developing strong manpower, identifying talent deploying professional where is to achieve organizational goals.

### **SUMMARY**

Execute overall factory operations and admin/HR activities. EPZ law and Bangladesh labor laws & regulations and ensure implementation. Develop strategic policy & procedures in aspect of Compliance issues. Ensure required compliance in the factory premises implemented as per buyer CODE OF CONDUCT (COC).

### **ACCOMPLISHMENTS**

- Reduce absent rate
- Reduce employee turnover
- Process improve

### **HIGHLIGHTS**

- EPZ law and Bangladesh labor law
- HRM software Cop tonic Oracle and KORMEE
- Payroll and Compensation
- Buyer's CODE OF CONDUCT
- Hiring and Retention
- Manpower Planning
- Monthly and Yearly cost Budget
- Training and development
- Labor agreements
- Personnel records maintenance
- Employee relations
- Interpersonal skills

### **EXPERIENCE**

**March, 2013 to Current**

**FCI Group (BD) Ltd.      Assistant Manager HRM**

Payroll Management , Salary prepare, Compensation and benefit, HRM software Cop tonic and KORMEE, Leave Management, KPI, Manpower plan, Training need analysis (TNA), JOB analysis, Manage training programs. Handle audit and prepare Corrective Action Plan (CAP) against audit reports. Manage Security plan for the entire unit and ensuring security. Take care Housekeeping properly in all over the factory premises. Manage Transport suppliers and Food suppliers. Maintain canteen facilities (quality of food, hygienic, sitting arrangement, dining environment etc.) of all employees. Monthly pay role and handling compensation benefit. Handle recruitment and induction of new staff members etc.

January, 2010 to March, 2013  
Alfa Patern (BD) Ltd.  
DEPZ, Savar, Dhaka.

Sr. Officer HRM

March, 2009 to January, 2010  
Lenny Fashions Limited  
DEPZ, Savar, Dhaka.

Personnel Officer

## TRAINING

Training Title	Topic	Institute	Country	Location	Year	Duration
EPZ law and Bangladesh labor law	Conditions of employment and service, Health Hygiene and safety, Working hours, wages & benefit, Minimum wage Gazette, Welfare measures, Trade unions & industrial relation, Settlement of dispute, labor court, Labor appellate tribunal, Legal proceeding, Compensation for injury caused by accident, Formation of participation committee & safety committee.	INTERTEK ACADEMY	Bangladesh	BRAC Training centre, Savar, Dhaka.	2019	1 days
BEPZA Instructions 1&2	Training on grievance, Disciplinary procedure, Problem solving, Decision making and BEPZA instructions 1 & 2. Training on compliance& labor unrest, Natural Justice, Worker welfare association, Welfare & facilities, Health & safety...etc.	Bangladesh Export Processing Zone Authority (BEPZA)	Bangladesh	Dhaka EPZ	2017	3 days
Train the Trainer (TtT)	Alliance Basic Fire Safety & Helpline	ALLIANCE for Bangladesh worker safety	Bangladesh	CRP, Savar, Dhaka.	2016	2 days
Training of trainer	TOT	Bangladesh Public Administration Training Centre (BPATC)	Bangladesh	Savar, Dhaka, Bangladesh.	2013	15 days

## EDUCATION

Exam Title	Concentration/Major or	Institute	Result	Pas.Y ear	Duration	Achievement
M.S.S	Economics	University of Chittagong	CGPA:3.17 out of 4	2005	1 Year	Successfully Complete
B.S.S	Economics	University of Chittagong	CGPA:3.01 out of 4	2004	4 Years	Successfully Complete

HSC	Science	Hathazari College, Chittagong	First Division, Marks :65%	2000	2 Years	Successfully Complete
SSC	Science	Hathazari Parboti High School, Chittagong	Second Division, Marks :55%	1997	10 Years	Successfully Complete

## LANGUAGE

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

## PERSONAL INFORMATION

Father's Name : Jebal Hossain  
 Mother's Name : Nurnaher  
 Date of Birth : July 19, 1979  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 National Id No. : 734 548 2082  
 Religion : Islam  
 Permanent Address : Holding No # 376, Word No# 06, Village: East Fatika, P.O: Hathazari,  
 P.S: Hathazari, Dist.: Chittagong, Bangladesh.  
 Current Location : A-63, Jalestor (Elahi Mosjid), Radio Colony, Savar, Dhaka.

## REFERENCE

<u>Reference: 01</u>		<u>Reference: 02</u>	
Name	: Md. Arif Uz Zaman	Md. Shah-e Alam	
Organization	: FCI Group	Government	
Designation	: Director ( HR & Sustainability )	DFO	
Address	: DEPZ, Savar, Dhaka	Chittagong Forest Office, Chittagong	
Phone (Off.)	:		
Phone (Res.)	:		
Mobile	: 01730445578	01913623535	
E-Mail	:		
Relation	: Professional	Relative	

