

Last Updated : **July 13, 2018**

MOHAMMAD FAZLUL HUQ

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MODDOH ARICHPURE, TONGI POURASABHA, GAJIPURE, DHAKA.

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Career Objective:

Manager in HR, Admin & Compliance

Employment History:

Total Year of Experience : 3.9 Year(s)

1. Executive HR & Compliance. (October 20, 2015 - May 25, 2018)

Oasis Hi-Tech Sportswear Ltd.

Company Location : Comilla EPZ.Comilla

Department: HRD

Duties/Responsibilities:

Executive in HR and Compliance I had many responsibilities.

Such as-

- 1.Keeping the factory ready to face any kind of buyers audit in any time. specially Alliance, Accord, BSCI, SEDEX, WRAP, H&M, TARGET, ICS, C-TPAT, ISO:9001-2008, WCA, SA8000, HIGG INDEX, S.OLIVER, DRIDIKSON, INTERSPORT, BESTSELLER, C&A and other brands /buyers audit.
- 2.Following the instruction of top management and doing duties as assigned by the same.
- 3.Regularly communicating with the local and Government offices and different certification bodies to make sure that all necessary licenses and certificate are obtained and renewed in time.
- 4.Implementing the legal compliance requirements in the factory as per law of land and buyers coc.
- 5.Maintaining a succession plan for all departments when required.
- 6.preparing training and development plan that can address the needs and expectations of both employees and employer.
7. Monitoring and implementing performance appraisal based on KPI to develop the skills of leadership.
- 8.Calibrating competency dictionary scale according to need for better output.
- 9.Preparing the factory for Technical audit, QMS audit and other production related audits.
- 10.Reporting to top management when required.

2. MTO (June 1, 2014 - September 30, 2015)

4A Yarn Dyeing Ltd.(Jacket Project)

Company Location : Kaichabari, Baipal, Savar, Dhaka.

Department: HR & Compliance

Duties/Responsibilities:

All Works Related With HR & Compliance

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|----------------------------------|---------------------|----------------------------|-----------------------------|----------|----------|
| Masters of Social Science (MSS) | Political Science | Govt. Gurudayal College | Second Class, Marks :52% | 2008 | 1 |
| Bachelor of Social Science (BSS) | Political Science | Govt. Gurudayal College | Second Class, Marks :49% | 2007 | 4 |
| HSC | Humanities | Govt. Gurudayal College | Second Division, Marks :46% | 2002 | 2 |
| SSC | Humanities | Arjot Ator Jan High School | Second Division, Marks :48% | 2000 | - |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|------------------------------------|--|--|------------|---------------|------|----------|
| Social Compliance | Compliance contact, Technical Compliance, Safety policy, Basic principle of social compliance, Risks Assessment, Register & Check list, CSR, BSC, WRAP, SA8000, NFPA, FLA, Accord & Alliance, @ Other brands COC Etc. | SCITI | Bangladesh | Uttara, Dhaka | 2018 | 5 Days |
| Training on Bangladesh Labour law | Recruitment & Conditions of Jobs, Appointment of Child, Young & adult workers, Rules of left or termination related all terms, Health & Safety, Rules of leave application, Welfare issues, Summary of Labour law & Others needed things for HR. | Industrial Relations Institute (IRI) Ministry of labour. | Bangladesh | Dhaka | 2017 | 5 days |
| Train the Trainer (TtT) Training | The "Alliance Basic Fire Safety & Helpline | Alliance For Bangladesh Worker Safety | Bangladesh | Dhaka | 2017 | 1 Days |
| Office Management | Office management & activities, Office Organization & structure, Promotion & Transfer, Office Manual, Supervision, Budgeting, Disciplinary Action, Recruitment & Selection, Purchase, Filing, Note, 5WS, 7M, Decision Making, Official Letter, Office Lay-Out etc. | Small & Cottage Industries Training Institute (SCITI) | Bangladesh | Dhaka | 2017 | 5 Days |
| Human Resource Management | All things related with Human resource handling | Small and cottage Training Institute | Bangladesh | Dhaka | 2017 | 5 days |
| Industrial Management & Compliance | KAIZEN, 5S, Compliance & Industrial (technical), Industrial Safety & labour law, Buyer code of conduct, Factory Compliance Audit & QMS, POSDCORB=CM | Small & Cottage Industries Training Institute (SCITI) | Bangladesh | Dhaka. | 2016 | 5 Days |

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 20000
Expected Salary : Tk. 20,000
Preferred Job Category : Garments/Textile
Preferred District :
Preferred Organization :
Types

Specialization:

SA 8000 basic course.

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English | High | High | High |
| Bangla | High | High | High |

Personal Details :

Father"s Name : MOHAMMAD SIRAZUL HUQ
Mother"s Name : DUD MAHAR
Date of Birth : November 28, 1985
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : ISLAM
Permanent Address : 486, ANWAR COTTEGE, BANANI MURE, CHARSHOLAKIA,
KISHOREGANJ.
Current Location : Dhaka Division

Reference (s):

| | Reference: 01 | Reference: 02 |
|--------------|---------------------------|--------------------------|
| Name | : MOHAMMAD MANJURUL HAQ | MOHAMMAD ALAMGIR HOSSAIN |
| Organization | : 4A YARN DYEING LTD | SERVICE HOLDER |
| Designation | : COMPLIANCE MANAGER | SHACHIB |
| Address | : | |
| Phone (Off.) | : | |
| Phone (Res.) | : | |
| Mobile | : 01918722979 | 01718885791 |
| EMail | : compliance@4ajacket.com | |
| Relation | : Family Friend | Family Friend |
