

Last Updated : **January 9, 2019**

MAHINUDDIN MONON

Address:

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Career Objective:

I would like to extend my working capabilities with a challenging job to improve the opportunities for global development. Now I am very much eager to work in a reputed company to explore all of my capabilities.

Career Summary:

Executive Officer-HR & Compliance (January 25, 2015 - Continuing) Premier 1888 Ltd. (A Sister Concern of 1888 mills LLC Virginia). Internationally Recognized Towel Manufacturing Company Company Location: CEPZ, Chittagong. Department: HR & Compliance

Special Qualification:

PGD on Human Resource Management

Employment History:

Total Year of Experience : 4.0 Year(s)

1. Executive Officer (January 25, 2015 - Continuing)

Premier 1888 Limited

Company Location : Chittagong Export Processing Zone

Department: Compliance

Duties/Responsibilities:

All HR & Compliance procedure of the organization.

To assist in Recruitment, Selection & Placement of employees. To conduct the internal social, technical, security & IMS audit as per schedule.

To conduct internal SCAN, GSV,SCS, SEDEX, BSCI, RS, FCC, WCA,ISO 14001:2004, ISO 18001:2007,IWAY etc.

To prepare internal compliance audit report for the management.

To monitor and support factory personnel to work for implementation of action plan to comply with buyers requirements.

Responsible for factory compliance issues.

To implement of buyers COC, rules & regulations according to Local and BEPZA law and internal standard.

To follow up the progress of all compliance issues.

To conduct management review meeting.

Responsible for IWAY compliance issues.

To monitor health and safety issues in workplace.

To train personnel on fire fighting, use on personal protective equipment, health & safety issues & buyer COC etc.

To conduct external IWAY Audit as per buyer requirement.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
B.Sc(Eng) CCE	Computing & Information System	International Islamic University, Chittagong	CGPA:2.92 out of 4	2013

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
IKEA Code of Conduct	IWAY Standard 5.2	IKEA	Bangladesh	Dhaka	2017	One day
ISO 9001:2008	Quality Management System	Suscom Bangladesh Ltd.	Bangladesh	Chittagong	2017	1 day
ISO 14001:2015	Environmental Management System	Suscom Bangladesh Ltd	Bangladesh	Chittagong	2016	One day
Training on Ergonomics	Ergonomics	IKEA	Bangladesh	Dhaka	2016	One day
Skill Development for HR & Compliance Professional	HR & Compliance activities	Suscom Bangladesh Ltd	Bangladesh	Chittagong	2016	One day
ISO 18001:2007	Occupational Health & Safety Assessment Series	Global Compliance Initiative (GCI)	Bangladesh	Chittagong	2015	1 day
Bangladesh Labor Rules 2015	Bangladesh Labor Rules 2015	GCI	Bangladesh	Chittagong	2015	One day
Industrial Training		Btcl	bangladesh	chittagong	2011	21 days

Professional Qualification:

Certification	Institute	Location	From	To
PGDHRM	Bangladesh Institute of Management	Chittagong	January 29, 2018	January 2, 2019

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 19000
Expected Salary : Tk. 18,000
Preferred Job Category : Garments/Textile, Research/Consultancy
Preferred District : Chattogram
Preferred Organization : NGO, Garments, Textile, Group of Companies, Tobacco, Research Organization, Garments Accessories

Language Proficiency:

Language	Reading	Writing	Speaking
english	High	High	Medium
bangla	High	High	High

Personal Details :

Father"s Name : A.T.M. Shamsuddin
Mother"s Name : Hosna Ara Begum
Date of Birth : July 3, 1988
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : As above
Current Location : Chattogram
