

Last Updated : **September 2, 2018**

## **MD. AMIT HASAN**

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### **Career Objective:**

Gain utmost competence in the field of Customer care Executive, International Development, Finance and Business Research through enthusiasm, hard work, ethics, sincerity, and brilliance. Moreover, serve for the welfare of the society.

### **Career Summary:**

HR Related Job with more than 5 years of Compliance and HR experience. I have experience at working in Compliance department in different side.

### **Special Qualification:**

Quick learner and capable of working with minimum supervision, strong adaptability power in changing environment, multi-tasking capability, and innovative & inventive

### **Employment History:**

**Total Year of Experience : 10.0 Year(s)**

- 1. Sr. Compliance Officer ( January 1, 2015 - Continuing)**

**Starlight Sweaters Ltd (Labib Group)**

Company Location : Vogra, National University, Gazipur

Department: HR

**Duties/Responsibilities:**

- 1) Develop strategic HR Policy, Procedures & Guidelines in compliance with local laws & regulations and ensure its implementation.
- 2) Recruiting and staffing.
- 3) Organizational and space planning.
- 4) Performance management and improvement systems.
- 5) Organization development and culture building plan execution.
- 6) Employment and compliance to regulatory concerns.
- 7) Employee orientation, development, and training.
- 8) Company representation on HR matters in internal and external forums.
- 9) Compensation and benefits administration.
- 10) Employee services and counseling.
- 11) Resolve employees grievance, stress in a proactive manner.
- 12) Managing complex team situations and build up good internal relationship among the employee.
- 13) Manage relationships to enhance teamwork by providing proper motivation.
- 14) Assist management for effective exaction of administrative functions of the organization.
- 15) Implement and monitor different buyers Code of Conduct (COC) and various Compliance issues.
- 16) Assist to Maintain liaison with all different buyer audit team & third parties auditors.
- 17) Support the audit team, solve technical problems & help them to prepare corrective action plan (CAP) based on External / Third party social compliance audit.
- 18) Ensure employees health-hygiene, safety & welfare.
- 19) Ensure proper implementation of policies, rules and regulations of the company.
- 20) Look after various employee welfare issues.
- 21) Obtain and institute compliance standards, carryout regular assessment, and gap analysis for individual buyers's compliance requirements.
- 22) Ensure implementation of the compliance as per the compliance manuals.
- 23) Carry out regular internal compliance audit in the vendors's factories, put up recommendations, follow-up for implementation, and provide reports thereof.
- 24) Provide Social and quality guideline to assigned vendors's compliance personnel and QC, as required.
- 25) Liaise and facilitate problem solving and decision making in any technical related issues in audit process and factory development.
- 26) Assist to follow up & to ensure timely implementation of all CAP given.
- 27) Assist to ensure CAP -based on External, Internal, First party & third party's audit observation.
- 28) Follow up/Check Salary sheet & related Document.

**2. Sr. Officer (Compliance & HR) ( August 1, 2012 - December 30, 2014)**

**T H Fashion Ltd (Impressive Group)**

Company Location : 45, Free School Street, Sonargaon Road, Hatirpool.

Department: Compliance

**Duties/Responsibilities:**

1. Prepare Acceptance letter of resignation upon acceptance of appropriate authority.
2. Obtain written clearance in favor of resigned employees from all concerned department of the company.
3. Prepare statement of final settlement upon approval and sent to Accounts department for payment.
4. Maintain & update Personal file of both existing and separated employees.
5. Assist management for issuance of experience certificate, salary certificates to the employees on need basis.
6. Monitor due date of employee probation confirmation and issue job confirmation letter to the respective supervisors for necessary action.
7. Dispatch and collect performance appraisal form to all department heads/supervisor with specific timeline
8. Assist department heads in conducting performance appraisal of their respective employees
9. Analyze, compile and prepare statement on performance appraisal recommendations of different departments for management study and decision.
10. Upon approval of management arrange sending of greetings to the management staff on the occasion of employee birthday, new year days & festival days.
11. Study compliant / allegation against employees & ensure prompt & appropriate disciplinary action in accordance with company policy & procedure.
12. Prepare & distribute transfer, confirmation, increment and promotion letters to the concerned person as and when required.
13. Conduct Exit interview with the out going employees to find out the reason behind leaving the job and suggest management the appropriate ways how to address the reasons for retention of potential and deserving personnel with the company.
14. Assist newly joined employee to open Bank Account.
15. Ensure & verify social compliance standard in the factory.
16. Ensure & maintain all compliance related issues i.e. buyers COC and legal requirements.
17. Handle buyers & 3rd party Audit announced or unannounced.
18. Prepare all audit reports CAP and or any compliance findings.
19. Correspondents with buyers and various compliance monitoring team and audit team as well as agencies.
21. Plan, implement and carryout Certification of Organic Exchange; BSCI, WRAP, ISO, SEDEX & others certification.
22. Filling out all types of compliance form and documents provided by the buyer's and other compliance monitoring agencies.
23. Maintaining and follow up all licenses and certificates along with necessary legal documents.
24. Assist to ensure compliance standard for- Social /Technical/ Quality Audit organized by ACCORD and ALLIANCE.
25. To prepare different Policy and maintain documentation as required.

**3. Compliance Officer ( May 1, 2011 - July 30, 2012)****Impressive Group**

Company Location : Road-11,Plot-3, Shampur, Kodomtoli Industrial area

Department: HRD & Compliance

**Duties/Responsibilities:**

- Performing outdoor activities and analyzing both internal and external data.
- Maintain C-TPAT, Social, Technical Audit & Prepare all Document
- Improve CAP Requirements & Face Auditors
- Try to Improve Factory Environmental
- Contact with Buyer & Auditor, Follow up their Requirements

#### 4. Account`s Officer ( January 4, 2009 - April 30, 2011)

##### **Korotua Apparels Ltd**

Company Location : Shafipur, Gazipur

Department: Account

##### **Duties/Responsibilities:**

- \* Performing outdoor activities and analyzing both internal and external data.
- \* Prepare Salary Sheet
- \* Preparation of bill and vouchers and arrange payment and entering the transactions into subsidiary ledgers.
- \* prepare of accounts statement, finalization of accounts, trial balance, balance sheet.
- \* Prepare bank reconciliation statements and follow up with banker and related party as and when necessary for clearing the outstanding transactions.
- \* Prepare cheque and get the same approved by the authorized signatory arrange for payment.
- \* Prepare and review budget, revenue, expense, payroll entries, invoices and other accounting documents.
- \* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- \* Checking of depreciation charged on fixed asset and updating of asset register.

##### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance & Banking	Prime University	CGPA:3.31 out of 4	2011	2 Year
BBA	Finance & Banking	Prime University	CGPA:3.36 out of 4	2008	4 Years
Diploma in computer application and science.	Application program	World Computer Tranning center	CGPA:3.5 out of 4	2008	6 months
HSC	Humanities	Govt. Bangla Collage.Mirpur-1	CGPA:2.6 out of 5	2003	-
SSC	Humanities	Munuria Govt. Highschool	CGPA:2.38 out of 5	2001	-

##### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
STep by OEKO-TEX	STep certification process	Hohenstein Institute bangladesh	Bangladesh	Hohenstein Institute Bangladesh, 343/25, New DOHS	2018	01 Day
ETP operation process	ETP operation process & document	Dr. Akmal Uddin	Bangladesh	Starlight Sweaters Ltd, Gazipur 1704	2018	01 Day
Improvement of Safety Committee	Monitoring & Development of Factory by safety committee	Accord (Stichting Bangladesh Accord Foundation)	Bangladesh	Starlight Sweaters Ltd.	2017	12 months.
Worker Safety	Alliance for Worker Safety	Alliance, Dhaka office	Bangladesh	BIT Bhabon, Gulshan -2, Dhaka	2017	1 day
Basic Fire Safety for Worker	How to Fight against fire, Rescue & insuring Safety.	Alliance for Bangladesh Worker Safety	Bangladesh	BTI Celebration Point, Dhaka - 1212.	2017	08 Hours
Preparation of BSCI & WRAP audit	BSCI Code of Conduct & Principle of WRAP	Euro centra Consulting Firm	Bangladesh	Uttara, Dhaka	2015	10 Hours (2 Days)
Industrial Labor Law	Bangladesh Labor Law 2006 & Amendment 2013	Bangladesh Garment Manufacturers and Exporters Association (BGMEA)	Bangladesh	BGMEA Head Office, Panthopath, Dhaka	2015	1 Day
Bangladesh Labor Law, 2006 & Industrial Relations	Impose & implement of Bangladesh Labor Law	Bangladesh Garment Manufacturers and Exporters Association (BGMEA)	Bangladesh	Dhaka	2015	1 Day
BSCI 2.0	BSCI COC New Version 2.0	Vectra (Otto Int.)	Bangladesh	Masco Cotton Ltd. Gazipur	2015	1 Day
Social audit & International requirement	labor right, worker benefit, Health & safety, Training, Management Activities, Working Hours, Forces worker & Security System.	Wal-Mart	Bangladesh	Dhaka	2013	1 Day
Work place safety	ZT issues, Critical Issues, Major Issues, Minor Issues.	Li & Fung Trading (Bangladesh) Ltd	Bangladesh	Jasimuddin, Uttora, Dhaka	2013	1 Day
Training of Apparel Merchandising program	Apparel Merchandising program	Asia Buying House Ltd	Bangladesh	Gulsgan-2	2011	30 Days
Environmental control of Apparels sector	Environmental control of Apparels sector	Bangladesh Garment Manufacturers and Exporters Association (BGMEA)	Bangladesh	Dhaka	2011	1 Day
Management system of Apparel & Textile Industry	Management system	Nurislam Apparels Ltd	Bangladesh	Gazipur	2009	10 days
Internship	Foreign Exchange Dealings of Islami bank Bangladesh Limited	Islami bank Bangladesh Limited	Bangladesh	Dhaka	2008	4 Months

## **Professional Qualification:**

<b>Certification</b>	<b>Institute</b>	<b>Location</b>	<b>From</b>	<b>To</b>
Sub supplier Monitoring & Sustainability	Carrefour sourcing Bangladesh	Carrefour office, Giant Business Tower, Uttara.	July 17, 2018	July 18, 2018
Fire Fighting, Fire Prevention, Rescue & First Aid Training - (3 Times)	Bangladesh Fire Service & Civil Defense Directorate	Starlight Sweaters Ltd	February 14, 2017	February 15, 2017
Social Dialogue Training for Trainer (TOT)	Primark Sourcing Ltd	Banani, Dhaka	January 9, 2017	January 11, 2017
Training program on ICS New Check List	TUV Rheinland Bangladesh ltd.	Carrefour, Gaint Business Tower, Sector-3, Uttara.	November 8, 2016	November 8, 2016
Essentials of Occupational safety & Health (EOSH)	Jointly Organized by- ILO, BEF, BGMEA & BKMEA	Starlight Sweaters Ltd & BGMEA	August 29, 2016	August 31, 2016
Social Dialogue Training for Trainer (TOT)	Li & fung Bangladesh Ltd Trading	Giant Business Tower, Jashim Uddin Avenue, Uttara.	August 8, 2016	August 17, 2016
Bangladesh Labor Law & Labor Rules 2015	Ward Bangladesh (Advocate Jafrul Hasan Sharif)	Dhaka	November 13, 2015	November 14, 2015
Health & Safety Issues of Garments Factorys	Li & Fung Trading Bangladesh	Jasimuddin, Dhaka	July 10, 2013	July 10, 2013
Fire Safety & Fire drill	Bangladesh Garment Manufacturers and Exporters Association (BGMEA)	Dhaka	February 2, 2013	February 3, 2013
Worker Benefits, Medical Treatment, First Aid.	Bangladesh Garment Manufacturers and Exporters Association (BGMEA)	Dhaka	September 8, 2012	October 10, 2012

## **Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 33000
Expected Salary	: Tk. 15,000
Preferred Job Category	: General Management/Admin, HR/Org. Development, Other : Special Skilled Jobs
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Malaysia, Netherlands, Norway, Sweden, United States, : Denmark, Russia, Singapore
Preferred Organization Types	: Banks, Investment/Merchant Banking, NGO, Multinational Companies, Consulting Firms, Garments, Textile, Buying House, Audit Firms /Tax Consultant

## **Specialization:**

<b>Fields of Specialization</b>	<b>Description</b>
<ul style="list-style-type: none"><li>• Admin</li><li>• Accounts</li><li>• Compliance</li></ul>	Labor Law-2006 & 2013, Labor Rules-2015, Fire prevention Law-2014, Factory act- 1979, Accord, FE, FCCA, BSCI, WRAP, Sedex, ICS, Social Audit, Ethical Audit, C-TPAT, Third Party (BV, Its, SGS, Aldi, UL, TUV)  Buyer Handel: Wal-mart, Li & Fung, Best Seller, Next, Tesco, Carrefour, Otto int., Primark, Pimkie, Red Cats, KGS, Mackeyâs, Newlook, Woolworth, Meijer, Castro, Triton Tex. etc

## **Extra Curricular Activities:**

Cheese: Inter District Competation,3rd place. President of BSSF(Business School Student Forum), Prime University. Vice-president of PUFS(Prime University Film Society). Organizing Secretary of Prime Debating Society. Organizing various functions and Cultural Activities.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangli	High	High	High
English	High	Medium	Medium

### **Personal Details :**

Father"s Name : Md. Alauddin Biswas  
 Mother"s Name : Asma al jubaida  
 Date of Birth : August 23, 1985  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : C/o: Md. Alauddin Biswas. Holding No- 95, Road No-03, Ward No- 02, Block- A, Khagan (East area). Birulia, Savar, Dhaka..  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md.Alauddin Biswas	Major. Md. Moin Uddin
Organization	: FEYAZ GROUP.	Starlight Sweaters Ltd
Designation	: Deputy Technical Manager (DTM)	Director (Admin, HRD & Compliance)
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Relation	: Relative	Professional

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