

Last Updated : **December 2, 2017**

MD. RABIUL ISLAM

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Career Objective:

I am willing to give total support of the organization that I am in, with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

Career Summary:

Now I am working in Sonia & Sweaters Limited, a concern of Sonia Group from 1st September 2015 to Continue. Earlier this organization I have worked in SQ ColBlanc Limited from June 10, 2013 to August 31, 2015.

Special Qualification:

General Member of BSAHRF, Fire Safety & First Aid Training from FSCD, Basic Fire Safety & Helpline Training from Alliance for Bangladesh Worker Safety. Strong knowledge of Bangladesh Labor Law 2006 Amendment 2013, Bangladesh Labor Rules 2015.

Employment History:

Total Year of Experience : 5.7 Year(s)

1. Sr. Executive (September 1, 2015 - Continuing)

Sonia & Sweaters Limited (A Concern of Sonia Group)

Company Location : Plot No # 604, Kondolbagh, Taibpur, Ashulia Road, Savar, Dhaka.
Department: HR, Compliance & Admin

Duties/Responsibilities:

Ensure Floor Compliance, Training & Development, Monitoring Security, Monitoring Transport, Monitoring Housekeeping, Check All Type Bill Voucher, Ensure Fire Safety, Support Everything of Foreign Employee (Work Permit From BOI, E-Visa, Security Clearance, Tax Clearance etc), Insurance Claim Against Death Worker, Handling Grievance, Handling Guest/Visitor, Monitoring Wastage Disposal, Monitoring Worker Canteen & Dining.

2. Executive (June 10, 2013 - August 31, 2015)

SQ ColBlanc Limited (A Concern of SQ Group)

Company Location : Factory Bhaluka, Mymensingh. Head Office , I-K Conkord Tower, Gulsan 2

Department: HR & Admin

Duties/Responsibilities:

Monitoring House Keeping, Monitoring Security, Ensure Floor Compliance, Check all Type Bill Voucher, Support Everything of Buyer / Guest, Recruitment, Handling Grievances, Monitoring Transport.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.Sc	Information Technology	Islamic University	CGPA:2.65 out of 4	2012	1 Year
B.Sc	Information Technology	Islamic University	Second Class, Marks :46.88%	2010	4 Year
HSC	Science	Jhenidah College	First Division, Marks :68.1%	2001	2 Year
SSC	Science	Jhenidah Govt High School, Jhenidah	First Division, Marks :78.9%	1999	10 Year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Fire Safety & First Aid	Fire Safety and First Aid	Fire Service & Civil Defence	Bangladesh	Gulistan Head Office	2016	Two days
Basic Fire Safety & Helpline Training	Fire Safety	Alliance for Bangladesh Worker Safety.	Bangladesh	Gulsan	2016	1 Days
Stress Management	Stress Management	Bangladesh Society for Apparel`s Human Resources Professionals. (BSAHRP)	Bangladesh	Uttora	2016	1 Days
Inclusive Business	Inclusive Business	Bangladesh Society for Apparel`s Human Resources Professionals. (BSAHRP)	Bangladesh	Uttora	2016	1 Days

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 22000
 Expected Salary : Tk. 20,000
 Preferred Job Category : General Management/Admin, HR/Org. Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : Garments, Textile, Buying House, Manpower Recruitment, Group of Companies, Chemical Industries, Cement Industry
 Types

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Asadur Rahman
Mother"s Name : Mrs. Azida Khatun
Date of Birth : January 1, 1984
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam(Sunny)
Permanent Address : 48 No. Sher-E Bangla Road, Jhenidah
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Abu Motalib	Jowel Rajoani Meah
Organization	: Sonia Group	SQ Group (Factory)
Designation	: GM HR, Admin & Compliance	Ex. GM, HR Operations
Address	: 604, Kondolbagh, Ashulia, Dhaka	Bhaluka, Mymenshing
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801738-423860	+8801720-579363
EMail	: abu.motalib@soniagroup.com	jowel.meah@sqqc.com
Relation	: Professional	Professional
