



Human Resource Manager

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MD. SHADAT HOSSAIN

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Career Objective:

My objective is to undertake a challenging role whereby I can learn new things and contribute to attainment of organization goals. I want to develop myself and that I will enable to use of my strong skills & ability to work well with all.

Career Summary:

7.6 years plus experience in RMG Industry about HR Admin & Compliance practice. Presently I am working with AK Group as Asst. Manager (HR). I have experience ERP, Payroll Management, HRIS, Compliance Management, Administration, IT, Planning, Team Management, and Accounts & Finance. I also work of factory in accordance with social compliance standards, Sedex, BSCI, WRAP, ISO-9001, ISO-14001 & OHSAS-18001 and as per buyer/customer standards and requirements.

Special Qualification:

Three years training with Bangladesh Army make me the Hard worker, Quick learner and ability to assume responsibilities.

Employment History:

Total Year of Experience : 7.8 Year(s)

1. Asst. Manager (HR) (September 1, 2018 - Continuing)

AK design & Fashion Ltd

Company Location : 165, Zinzira, Kolma, Savar, Dhaka

Department: HR

Duties/Responsibilities:

- 1 Develop Policy, COC, JD & Responsibilities for AK Group.
- 2 Responsible for Selections, Recruitments, Promotions, Development & Training.
- 3 Arrange for HRIS, Payroll Management, Legal Rights, Compensation & Benefits
- 4 Grievance, Discrimination & Well-Bing responsible Also, Responsible Social, Technical, Environmental Issue.

2. Assistant Manager HR (August 9, 2017 - August 31, 2018)

JANN GROUP (Emon Fashion Ltd)

Company Location : 42, Mariali, Joydebpur Gazipur Sadar Gazipur-1700

Department: HR

Duties/Responsibilities:

- ï To Develop HR Policy of the Unit.
- ï To Develop and conduct new employee orientation program.
- ï To Arrange for requirement, Selection, and induction of personnel.
- ï To handle grievances, disciplinary action, increment, promotion, motivation.
- ï To maintain and update organogram of all departments.
- ï To prepare job description of employees.
- ï To selection & recruitment of officers, staffs and workers processing for appointment of according approval from top management.
- ï To prepare letters of appointment, confirmation, promotion, transfer, posting, enhancement salary of officers, staff and workers of units.
- ï To maintain other files relation to correspondence with units and other outside establishments.
- ï To prepare & review social Audit checklist based on Bangladesh labor Law, 2006 & also buyer COC manual.
- ï To liaison with other internal/external department to ensure the compliance requirement (i.e. legal papers Æ Trade License, EPB Certificate, IRC & ERC, Fire certificate, Environmental Certificate etc.).
- ï To follow up the activity social compliance Team directly or through responsible person of that Unit.
- ï To prepare weekly and monthly social audit plan and determine member of the audit team.
- ï To build Social Compliance Audit Team for Unit of the Production personnel, QC personnel, security personnel, Store personnel, Maintenance personnel, Doctors & Nurse etc.
- ï To maintain liaison with Buyer Auditor/ Third party Auditors/ QA Officer of different Buyers.
- ï To implement Buyers code of conduct (COC) in factory as suppliers Manual issued by buyers time to time.
- ï To prepare Corrective Action plan (CAP) for the non-compliance found by the buyer according to their Suppliers Manual, as well as legal requirements of Bangladeshi labour and Industrial law.
- ï To follow up the CAP implementation & take necessary steps to implement.
- ï To communicate with Buyers Nominated Third Party Auditor by E-mail, Fax, Telephone and mail in connection with compliance related matters.

3. Sr. Executive - HRIS (January 15, 2016 - August 8, 2017)

JANN GROUP (Emon Fashion Limited)

Company Location : 42, Mariyali, Joydebpur, Gazipur Sadar, Gazipur-1700

Department: HR, Admin & Compliance

Duties/Responsibilities:

HR Responsibility:

- ☐ To ensure & assist day-to-day HR activities & services to the factory.
- ☐ Assist in Prepare & update Company policies & documents according to Labor Law.
- ☐ Follow up proper employee's leave management, recruitment, and selection, personal file updating system with leave from, increment & promotion record according to the company's policy.
- ☐ Handle & maintain all disciplinary action. Prepare all final settlement
- ☐ Preparing monthly new recruitment & migration Report also prepare different type of reports as per management query.
- ☐ Ensure Non-Discrimination in course of employment, paying/providing wages/salary/benefits/ facilities/welfare
- ☐ To arrange all kinds of meeting related HR & Compliance and make meeting minutes
- ☐ Form committee (Canteen, OHS, EHS, PC), make notice, arrange meeting, prepare meeting minutes and documentation.
- ☐ Arrange and conduct different kind of training and orientation and Keep all training documents with training attendance sheet and Photo accordingly.

Payroll Related

- ☐ Attendance Management. Leave management.
- ☐ HRIS Update and all kinds of HR documentation in KORMEE (PAYROLL).
- ☐ Generating reports in KORMEE software and performing necessary updates
- ☐ Personnel file maintenance and update.

Compliance:

- ☐ To maintain liaison with Buyer's Auditor/ third party Auditors/ QA Officer of different Buyers.
- ☐ To implement Buyers code of conduct (COC) in factory as suppliers Manual issued by buyers time to time.
- ☐ To follow up the CAP implementation & take necessary steps to implement

4. Executive - HR & Planning (January 26, 2014 - January 14, 2016)**Palmal Group of Industries.**

Company Location : 121, Beraiderchala, Block -H, Sreepur, Gazipur.

Department: HR

Duties/Responsibilities:

- ☐ Handles sensitive personnel matters, Sets goals, policies, and procedures for project.
- ☐ Budget manpower costing, Absent & migration evaluation.
- ☐ Conducted Cross Functional Team meeting with every Dept. Head,
- ☐ Cross Team Planning set missions and Manpower's Planning data basement follow-up.
- ☐ Compliance issue Safety related responsibility's area following procedure etc.
- ☐ Payroll Maintenance, Office Documents Maintenance
- ☐ Security System Follow-up,
- ☐ Grievance mechanism follow-up.
- ☐ Buyer COC implement

5. HR Executive (January 19, 2012 - December 9, 2014)

Youngone Corporation Ltd. (YCL)

Company Location : Chittagong CEPZ

Department: HR

Duties/Responsibilities:

HR

i] To check the daily attendance of officers, staff & workers of the company.

i] To maintain & look after all personnel files of officers, staffs, workers of the company.

i] To know the major contents of the personnel files. To prepare final settlement bill of the separated employees.

i] To prepare increment sheet on the basis of appraisal. To prepare salary sheet on basis of attendance . To check the factory salary sheet and Overtime sheet. To check all bills & vouchers, challans gate pass etc.

IT

i] To responsible for networking & troubleshooting.

i] To Maintenance office mail server, To plan, organize, direct & supervise of Installation and maintenance of all technical matters.

i] Follow up IT equipment and software systems are: Windows OS, Antivirus, Productivity software, Network cables, Router, Server, Laptops, CPU, Monitors, Printers, Scanners, CCTV, Attendance/Fingerprint , UPS and others electrical accessories.

i] Follow up the Enterprise Resource Planning (ERP) and able to work on payroll systems related devices and software. Teamwork and coordination of organize junior personnel work and completed all official activities

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Masters of Business Administration (MBA)	Management	National University	CGPA:2.63 out of 4	2016
Bachelor of Business Studies (BBS)	BBS	National University	Second Class	2011

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Fundamentals of Human Resources (FHR)	Human Resources	BD Jobs	Bangladesh	Dhaka	2016	15 Days
Environmental Management System (EMS - ISO 14001)	Textile, Garments & Multinational	Control AAA	Bangladesh	Dhaka	2016	8 Hours
Modern HRM Practices (MHRM)	Human Resource Managements	www.alison.com	Bangladesh	Online	2016	1 Weeks
Workplace Safety and Health	Digested Rescue & Fast Aid	B S R M Chittagong	Bangladesh	Chittagong	2015	3 Days
Capsule Training Camp (CTC)	Army Training	Bangladesh National Cadet Corps (BNCC)	Bangladesh	Sitakunda, Chittagong	2010	19 Days
Annual Training Camp (ATC)	Army Training	Bangladesh National Cadet Corps (BNCC)	Bangladesh	BMA Chittagong	2009	1 Month

bdjobs-amcat Employability Certificates:

Job Role	Test Date
Human Resource Manager (English, HR Situational Judgment Test, Information Gathering & Synthesis, Personality)	March 6, 2018

Professional Qualification:

Certification	Institute	Location	From	To
Health, Sanitation & Well-being	Bangladesh Institute of Labor Studies	Uttara, Dhaka	October 5, 2018	October 6, 2018
LEAN Management	Bangladesh Apparels Professional Society	Uttara, Dhaka	July 27, 2018	July 27, 2020
The Supervisor	Grameenphone	Chittagong	June 6, 2010	June 6, 2010
Diploma in computer science & engineering	International Islamic University Chittagong (IIUC)	Chittagong	June 5, 2010	December 2, 2011
The Leader	Grameenphone	Chittagong	May 10, 2009	June 19, 2011
Volunteer Seeder Affected Area Relief Disabuse	Bangladesh National Cadet Corps (BNCC)	Chittagong	November 26, 2007	December 23, 2007
Project NID	Bangladesh Army	Chittagong	February 1, 2007	July 19, 2007

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : HR/Org. Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Garments, Buying House, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Environment/ Disaster Management Sanitation 	Teamwork, Technical Capabilities, Making Decisions, Research, Training and Development, Policies and Planning, Career motivation, Multitasking, Trustworthiness, Speaking and Listening Skills, Competency & Future Planning

Extra Curricular Activities:

I am an advisory of ঐঐঐSitakund Rural Development Organizationঐঐঐ. (Anterior General Secretary of this organization.)

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Yousuf Alli
Mother"s Name : Mrs. Saheda Begum
Date of Birth : January 1, 1990
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : House: Habib Master Bari, Vill: North Vhatir Khill, P/O: -4310,,
Sitakunda, Sitakunda, Chattogram 4310
Current Location : Dhaka

Reference (s):

Name : Engr. Moshiur Rahman Biplob
Organization : JANN GROUP
Designation : CEO
Address : 42, Mariali, Joydebpur, Gazipur
Sadar, Gazipur.
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Phone (Res.) :
Mobile : 01730019411
EMail : biplob@emonfashionbd.com
Relation : Professional
