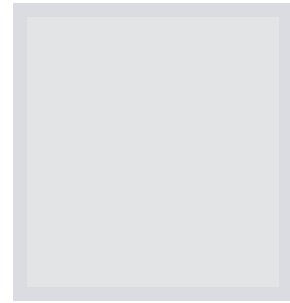


## A. K. M. Fakhrul Hasan

Address :Middle Badda, Gulshan,Dhaka.  
Mobile :01719603988  
01682149202  
E-mail: [hfakhrul71@gmail.com](mailto:hfakhrul71@gmail.com)  
[fakhrulfhro@palmalgarments.com](mailto:fakhrulfhro@palmalgarments.com)



### **Career Objective:**

To make positive contribution as part of your dynamic and well reputed organization in a position where my educational knowledge, decision making and communication skills will be appreciated and enhanced.

### **Career Summary:**

3 years of experience performing Human Resources & Compliance duties, Administrative Works, Recruitment and Selection procedures, update personal files, monitor daily attendance, supervision, employee service, employee counseling, training, budgets, compliance issues. Moreover I strongly communicate and maintain liaison with the factory head and concerned departmental head.

### **Employment History:**

**Total Year of Experience : 3.1 Years**

#### **1. Officer, Admin & HR. ( December 2, 2017 - Continuing)**

##### **PALMAL GROUP**

**Department: Factory HR & Operations**

**Company Location :9/Kha, Shahjadpur, Gulshan, Dhaka-1212**

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

- 1) Conducting/Monitoring factory/corporate office based employment interview.
- 2) Sourcing CV for recruitment
- 3) Ensuring that show cause notice/warning letters are issued and inquiry proceedings are carried out in the factories as per legal procedure.
- 4) Updating the factory & CHO Organogram.
- 5) Overseeing the pool of HR staffs working in the factory.
- 6) Systematizing, implementing and carrying out an effective and timely performance appraisal of workers and staffs specially of new staffs.
- 7) Monitoring all job contracts and appointment letters for new hires are properly made, issued, filed and updated as per recruitment policy.
- 8) Maintaining communication with internal and external work related personnel.
- 9) Ensuring Employee Relations & People engagement.
- 10) Personal File Management database management and personnel filing & managing HR related database.

#### **2. Officer,HR & Admin ( January 10, 2015- November 30, 2017)**

##### **ANNESHA STYLE LTD.**

**Department: Admin, HR & Compliance.**

**Company Location : Khejurbagan, Boro Ashulia, Savar, Dhaka**

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

Recruitment procedures, Handle worker problems, maintain General HR works and support administrative works.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas. Year	Duration
Masters of Business Administration (MBA)	Management	National University	CGPA:2.69 out of 4	2014	1 year
Bachelor of Business Administration (BBA)	Management	National University	CGPA:2.71 out of 4	2013	4 years
HSC	Science	Narsingdi Govt. College	CGPA:3.7 out of 5	2009	2 years
SSC	Science	Hasnabad High School	CGPA:4.81 out of 5	2007	5 years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Disciplinary procedure in lights of Labor Law 2006 and Labor Rules 2015	Disciplinary Procedures for labor as per law	BSAHRP	Bangladesh	Uttara, Dhaka	2017	1day
Safety	Fire Safety & First Aid	Fire Service and Civil Defense	Bangladesh	Ashulia,Savar,Dhaka	2016	3days

**Professional Qualification:**

Certification	Institute	Location	From	To
PGD in HRM	Institute of Human Capital Management	Uttara, Dhaka, Bangladesh	January 1, 2017	December 30, 2017

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Preferred Job Category : Garments/Textile, HR/Org. Development  
 Preferred Location : Anywhere in Bangladesh  
 Preferred Organization Types : Manufacturing (FMCG), Garments, Textile, Buying House, Audit Firms /Tax Consultant, Manpower Recruitment, Packaging Industry, Cement Industry, Garments Accessories, Sweater Industry, Dyeing Factory, Washing Factory.

**Language Proficiency:**

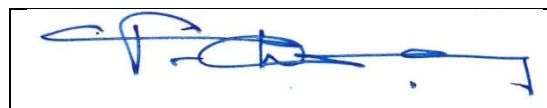
Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

**Personal Details :**

Father's Name : A. K. M. Ziaul Karim  
Mother's Name : Sansunnahar  
Date of Birth : July 14, 1991  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill: Hasnabad, P.O: Bazar Hasnabad (1631), Upazila: Raipura,  
Dist: Narsingdi.  
Current Location : Middle Badda, Gulshan, Dhaka

**Reference :**

Name	: Nure A.Khan
Organization	: Envoy Group
Designation	: Head of Factory
Address	: Ashulia, Savar,Dhaka,Bangladesh
Phone (Off.)	:
Phone (Res.)	:
Mobile	: +8801511015111
E-Mail	: <a href="mailto:nak1916@icloud.com">nak1916@icloud.com</a>
Relation	: Academic



Signature