

Md. Golam Sohan

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Goal:

To achieve the recognition as competent professional in the field of Development Sector, HR, Admin & Compliance matters. Ultimate goal is to take over the assigned responsibilities of Development sector, HR, Admin & Compliance of any reputed organization.

Objectives:

A self-motivated individual who wishes to implement his analytic knowledge, academic qualifications and real-life experiences in the competitive field of corporate world in order to achieve success as an executive in a domestic or Multinational company and thereby contribute to the welfare of the company and the entire society.

Work History:

1. Now I am working in **Britannia Label BDLtd.** Jaigir, Dollah Bazaar, Singair, Manikgonj, Dhaka, as a **Deputy Manager** of HR, Admin & Compliance from 01, July, 2011 to till.
2. I have worked in **Evince Textiles Ltd.** Shirirchala, Bhabanipur, Gazipur, as a **Sr. Executive** in Administration from 01, July, 2010 to June 2011.
3. I have worked in **Artisan Ceramics Ltd.** Shirirchala, Bhabanipur, Gazipur, as an **Executive** in Administration from 01, January 2008-June 2010.

Major Accomplishments:

1. One of the biggest achievements in my career is that I've been blessed to convert my current company from **RED to Green**. Which demonstrates my capabilities in this field.
2. I am experienced on **Social compliance, Building and fire safety audit, and Fire Safety issue, Environment Health & Safety Issue, Technical Compliance and Security Audit Requirements**. I have faced so many audits of **Wal-Mart, Next, Sadex Audit, BSCI Audit, WRAP Audit, C-TPAT Audit, HIGG Audit, FSC- COC, Accord & Alliance Audit**, etc. and I also faced so many audits of Audit Firm like **TUV, ITS, SGS, BD Technology and BV** compliance.

Academic Qualification:

Exam	Institution	Major	Result	Pass. year
M.B.A	America Bangladesh University	Human Resource Management	3.55 Out of 4	2014
M.A	Govt. M.M College, Jessore	Bengali	2 nd Class	2004
B.A Hons	Govt. M.M College, Jessore	Bengali	2 nd Class	2003
H.S.C	Alamdanga Degree College	Humanities	1 st Division	1999
S.S.C	Goswami Durgapur Secondary School	Social Science	2 nd Division	1997

Area of Specialization:

- To maintain overall Human Resources Development system in compliance with international standards and other regulatory frame work.
- Liaison with BGMEA & BGPMEA compliance auditors, Fire & Civil Defense, Labor Office, Labor Court, Police Station, local federation leaders, local influences etc.
- To perform promotion & separation activities.

- Possess ability to work challenging environment.
- Possess ability to react rapidly and flexibly to urgent needs and to seize opportunity.
- Possess ability to establish Organization with people from different backgrounds and to work in a multi-cultural environment.
- Possess strong organizational skills.
- To analyse progress reports to identify problems and action needed.
- Possess high ability to work in a team.
- Can meet up the management requirements independently.
- Recognized as a creative and practical problem solver.
- Ability to work considering the circumstances.
- To maintain transportation cost & facilities.
- Strong knowledge in Bangladesh Labor Rules (BLR) and Labor Law.
- Make the factory ready for Security System Audit, Management Audit, Technical Audit, Social Compliance Audit, Environmental Audit etc.

Job Responsibilities:

- Responsible for handling all kinds of compliance issues independently that includes all kinds of Social, Environmental & Security Standards and also need to make sure buyers own COC and different associated bodies like ACCORD/Alliances' requirements.
- General HR, Recruitment & Selection, Compensation/ Benefits/ Attendance/ Leave Management, Factory HR Administration, Legal Compliance/ Code of Conduct, ERP/ HR Database Management, Performance & Career Management.
- Update all required Certificate, License, policies.
- Handling all types of Social/Environmental/Fire & Safety/HIGG/BSCI/SEDEX/WRAP/NEXT/FSC-COC and other certifications audits.
- Provide guideline to develop factories as per ACCORD & ALLIANCE (Fire Safety, Building Safety & Electric Safety) requirements and periodic follow up.
- Compliance Internal Audits with Corrective Action Plan.
- To aware the workers of personal protective equipment. To follow up aisle mark free, fire extinguisher no blocked, emergency exit free, fire equipment free, and stair-free from the carton on the floor. Check compliance Related registers.
- Coordinate, and participate in recruitment and selection processes and ensure that a fair recruitment policy is followed.
- Maintain safety & security, health-hygiene, environmental issues.
- Responsible for Fire Drill training/First Aid training/Rescue training, etc.
- Rigid development of system for implementation of the various Factory Acts and compliance stipulations in all working environments within the factory in accordance with customers' standards/code of conduct.
- Develop training Manual and budget for Training and bring up-to-date training policies.
- Handle Buyer implement policies as per Buyer's requirement.
- Monitor daily attendance, Absence, Overtime etc.
- Manpower planning and annual HR budget preparation and monitoring.
- Analyse training needs to design employee development, language training and health and safety programs.
- Able to execute factory operations and admin/HR activities.
- Responsible for managing HR operations for the factory that includes manpower approval, recruitment and selection, staffing, ensuring job description for all.
- Responsible for Strategic HR planning, succession planning, formulation of different kinds of HR policies aligned with the local laws, COC of different buyer's and the organizations own code of conduct.
- Conversant with local laws & regulations and ensure implementation.
- As a trainer conduct training for particular module and responsible for organizing all kinds of training need for the people of the facility.

- Handling disciplinary matters, Grievance and counseling, improve employee motivation & worker engagement etc.
- Handling Leave Management, performance appraisal, improves worker migration, reduce absenteeism and enhance employees' peace of mind.
- To perform any kinds of legal assignments given by the management as and when required for the organization.
- Ensure smooth payroll management.
- Maintain all compliance and legal issues and ensure the factory is ready for all types of audit i.e. Social Compliance Audit, Security System Audit, Technical Audit, Environmental Audit, Management Audit, HR Audit, etc.
- Maintain liaison with Government & autonomous body.
- Ensuring Non-Discrimination in course of employment, paying/providing wages/salary/ Benefits/facilities/welfare.
- Ensuring Access/Right to Inspection during buyer's Audits.
- Follow up / take instant corrective action on auditor's certain minor findings /discrepancies during audit.
- Follow up all data, records, reports, formats, statement, rank & files, Books & Registers of all departments are properly prepared, issued, update & maintained as per compliance requirement/standards.
- Monitoring the Management staff's information regarding salary, increment, leave, final settlement, clearance etc.
- Supervise in the processing of personnel transactions, time keeping, payrolls, and personnel record-keeping, insurance, retention, retirement, and disability management.
- Review, update and maintain of insurance policy, HR handbook & performance appraisal procedure.
- Follow up the maintenance of employee records Human Resources Information System (ERP) database.
- Monitoring & supervise the various issues like Security system, Transport maintenance, Canteen maintenance, Maintain Personal file, Promotion, Transfer, Increment & Performance appraisal.

Professional Course & Certification Summary:

Course/ Certification Title	Topic	Institute	Country	Location	Year	Duration
“Fire Safety Manager Course”	Fire Safety, Health Safety, Environment Safety, Safety in any Crisis Moment.	Fire Service & Civil Defence, Bangladesh.	Bangladesh	Mirpur-10	2018	06 Months
ISO 9001: 2015 (QMS)	Scope, Quality Policy, Quality Objective, Work Instruction, Work Flow-Chart, Standard Operation Procedure.	QLM Label Makers BD. Ltd.	Bangladesh	QLM Factory Office.	2016	05 Days
ISO 14001: 2015 (EMS) & Lead Auditor	Environment Policy, Environment Aspects, Objective, Targets & Programs, Responsibility, Training & Awareness Ems Documentation & Internal Auditor.	ITS Labtest Bangladesh Ltd.	Bangladesh	ITS Head Office.	2015	05 Days
“Electrical Fire Safety Aspect”	Electrical Safety Training.	ITS Labtest Bangladesh Ltd.	Bangladesh	ITS Head Office.	2016	01 Day
“Bangladesh Worker Safety”	“Bangladesh Worker Safety” Training Course Conducted by Alliance & They have given me acceptance as a master trainer.	Alliance Bangladesh Worker Safety.	Bangladesh	Alliance Head Office	2014 & 2016	04 Days

“Security Guard Training”	“Security Guard Training” Training Course Conducted by Alliance & They have given me acceptance as a master trainer.	Alliance Bangladesh Worker Safety.	Bangladesh	Alliance Head Office	2015	02 Days
Bangladesh Labour Law 2006/ Rules 2015.	Developing factory according to Bangladesh Labour Law 2006 (Amendment-2018) & B/L Rules 2015 regarding all kind of audits.	ITS Labtest Bangladesh Ltd.	Bangladesh	ITS Head Office.	2018	01 Days

Other Professional Training & Seminar:

Training Title	Institute	Country	Location	Year	Duration
“Problem Solving Management”	SGS Bangladesh Ltd.	Bangladesh	SGS Office	2009	05 Days
“Communication Skill Development”	ITS Labtest B.d Ltd.	Bangladesh	ITS office	2008	03 Days
“HR Module training” (HRIS)	Artisan Ceramics Ltd.	Bangladesh	Factory office	2008	07 Days

Technical skilled:

Packages Program : Operating System Windows 98, 2000, XP, Windows 7, windows 8.1, Windows 10. Internet Applications, Microsoft excel (Advance level), Microsoft word, Power point, Microsoft Access.

Mail System : Yahoo Mail Service, G mail Service, MS Hotmail Service, office Outlook, Ms. Webmail.

Language Proficiency : Good speaking & writing both in English & Bengali.

Personal Data:

Father’s Name : Md. Golam Sarwar

Mother’s Name : Mist. Farida Parvin

Present Address : C/O: Rabiul Hossain, Ranima Garden, H# 275/K, Appartment B/3, 27 No (Old Road), Dhanmondi, Dhaka.

Marital Status : Married

Date of Birth : 21/01/1982

Religion : Islam

Nationality : Bangladeshi

REFERENCES:

- 1. Robiul Hossain**
M.D (Retired)
Sonali Bank Ltd.
Dhanmondi, Dhaka.
Contact: 01713044844
Relation: Relative.
- 2. Mr. Lutful Mueyed**
General Manager (IT & Operation)
Britannia Label BD. Ltd.
Jaigir, Dollah Bazaar, Singair,
Manikgonj, Dhaka.
Contact: 01715823079.
Relation: Former Line Manager.

Signature :

Date :