

Avijit Das Sudip

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Objective

To have an opportunity in any challenging job where I will be able to implement my experience and potential skills in my own working field to maximize the output of the organization.

Employment Records

Name of The Organization: KNIT CONCERN GROUP

Current Position: Senior HR & Compliance Executive

Service Length: Continuation from 01st August 2016

Functional Area:

Featured Function:

- Develop, update and implement company policy.
- Interact various audits and maintain several audit reports and Corrective Action Plan (CAP).
- Report to top level management and provide decision support through HR metrics for achieving efficient management techniques.
- Maintain KPI as a part of early evaluation.

Regular Activities:

- Keeps records of benefits plans participation such as insurance and pension plans, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting and audit.
- Look up employees concern.
- C.V reviewing and plan for interview

Previous Position: Executive HR & Compliance

Service Length: 08th June 2013 to 31st July 2017 (3 Years 01 Month)

Functional Area:

Featured Function:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Managing company staff, including coordination and provide support to the recruitment process as necessary.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Support current and future business through the development, engagement, motivation and preservation of human capital.
- Ensure legal compliance throughout human resource management

Regular Activities:

- Managing company staff, including coordinating and supporting the recruitment process as per requirement.
- Employee onboarding, development, needs assessment and training.
- Maintain list of Company certificates and audit reports and make them available for future use
- Follow up and update the floor evacuation plan.
- Coordinates management training in interviewing, hiring, termination, promotions and performance review.
- Plans and conducts new employee orientation to foster positive attitude toward company goals.

Academic Qualification

Exam Title	Concentration	Institute	Result	Pas. Year
Masters of Arts (M.A)	English Literature	Habibullah Bahar University Colege Under NU.	2 nd Class	2009
Bachelor of Arts (B.A)	English Literature	Habibullah Bahar University Colege Under NU.	2 nd Class	2008
Higher Secondary Certificate (HSC)	Science	Dhaka City College	GPA: 2.90	2004
Secondary School Certificate (S.S.C)	Science	Narayanganj Bar Academy	GPA: 4.50	2001

Expertise

- Implementing the organization's recruiting strategy.
- Performance appraisal.
- Interviewing Applicants.
- Conducting Training Sessions.
- Analyzing Job Duties.
- Preparing Job Descriptions.
- Performing Job Evaluation and Job Analysis.
- Conducting Safety Inspection (Fire, Chemical, Structural, Electrical etc.)
- Develop, update and implement the KPI (Key Performance Indicator) as the part of early evaluation.

Language Proficiency

Language	Reading	Writing	Speaking
English	Standard	Standard	Standard

Computer Skills

- **Office Application Software:** MS Office 2003, 2007, 2010, 2013, 2016.
- **Email Client:** MS Outlook, Eudora, Mozilla Thunderbird.
- **OS:** All Versions of Windows
- **Graphics:** Keen knowledge on Adobe Photoshop and Adobe Illustrator.

- **Hardware & Troubleshooting:** Basic knowledge on PC maintenance.

Certification and Training

- Certification on Bangladesh Labour Law conducted by Labour Organization of Bangladesh.
- Certification on Fire Safety and Safe evacuation procedure conducted by Fire Service and Civil Defense.

Extra-Curricular Activities and Achievements

- Life time member of Quantum Foundation Blood Donation Program by donating blood for more than 10 times.
- Received National Prize in a General Knowledge Quiz competition organized by Freedom Fighters association.

Personal Profile

Father	: Swapan Das
Mother	: Subarna Das
Date of Birth	: June 16, 1985
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Hindu

References

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|--------------------------------------|-----------------------------|
| 1. Md. Shirajul Islam | 2. Md. Abdul Awal Shohel |
| Chairman, Department of English. | AGM; HR, Admin & Compliance |
| Habibullah Bahar University College. | Knit Concern Group. |
| Shantinagar, Dhaka- 1000. | Godnail, Narayanganj-1400. |
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Declaration

It has been true conviction of mine that all the information stated above is correct and true.

Avijit Das Sudip

