

MD. SUHAG ALAM

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Career Objective:

To work in a challenging and dynamic job environment to enrich my professional and as well as personal skills. My vision and motto is to take any kind of challenges and face and handle any type of critical situation.

Career Summary:

Career in the field of Garments/Garments Accessories sector, HR, Administration and compliance area in a challenging environment of a reputed organization.

Special Qualification:

1. Five years above working experience in a Garments/Garments Accessories sector. 2. Hard working, quick learner and ability to assume responsibility. 3. Ability to adobe the change environment.

Employment History:

Total Year of Experience : 5.8 Year(s)

1. Executive (January 9, 2016 - Continuing)

Next Accessories Ltd.(Leed Green Factory certified)

Company Location : Narayanganj

Department: HR

Duties/Responsibilities:

1. Ensure Recruitment & Selection Procedure.
2. Make Personal File and entry on ERPHRM software.
3. Provide ID card issues.
4. Make periodical report on HR status.
5. Compensation & Benefits.
6. Maintain disciplinary procedure.
7. Prepare Conformation and benefits.
8. Monitor attendance & keep record properly.
9. Make sure Proper evaluation.
10. Contact so many training & awareness program as per training calendar such as Induction training, Fire fighter training, Health & Safety awareness training etc.
11. Employee Relation & Talent Management.
12. Look after various employee welfare issues.
13. Proper Knowledge on Bangladesh labour law (2006) with amendment 2013 & rules 2015.
16. Conduct several time third party audit such as ITS, SGS, TUV, SUD, UL, B.V, etc.
17. Communicated with like BGMEA, Audit Firms & A visitors, Fire & Civil defense Department, Labour Office, Labor Court etc.
- 18.To follow up & Implementation CAP as per buyers requirements.
19. Ensure factory compliance as per labour law and assist to conduct all kind of audit & visit.
20. Follow up Health & safety issues as per compliance.

21. Opening bank account worker & staff to Flowup all kinds of documents opening account related issues look after day by day & account Number entry of ERPHRM software.
22. Prepared long absent letter of outgoing employee sending post office 1st letter, 2nd letter & 3rd letter.
23. Audit related show all kinds of documents such as salary sheet, Bank disbursements report, pay slip, Job card, common personal File any worker tracking by auditor, Boiler Operator certificate, Electrician, Generator Operator, Etp Operator, Lift & picker operator, doctor, nurse , Welfare, Maternity benefit bill. Final settlement etc.
24. Monitoring all kinds of documents opening bank account related issues continuing day by day.
25. Maintain lefty & resign worker & staff personal file short out and kept in properly.
26. Drafting notice, policy, Pa announce.
27. Strategic HR plant. Make Factory organization structure, Salary structure, Monthly recruitment statues & summary report, Recruitment & selection module.
28. Administration activities, Hand cash salary provided worker & staff.
29. "Other issues" temporary all activities such as salary sheet, Attendance, Leave posted, Ot posted, ID Card. Appointment letter.
30. Any worker complete probation period" Assign Service Book kept personal file writing record book such as yearly Increment, Special Increment Promotion, Transfer, Leave Record , service Record .
31. Uniform management & loan management.
32. Any kind of task assain by the top management.

2. Asst: Officer (Admin & HR) (January 1, 2013 - January 6, 2016)

Hannan Fashion Ltd (A Sister concern of Hannan Group)

Company Location : Khilkur, Board Bazar, National University, Gazipur

Department: HR & Admin

Duties/Responsibilities:

1. Selection, Recruitment & Prepare of attendance Report of all employees of the factory.
2. Prepare Monthly leave statement.
3. Follow up leave Status, Yearly Increment, Salary adjustment and individual salary statement, Ensure security & all Welfare support.
4. Maintain Workers Personal file, leave register & others documents Such as transfer letter, promotion letter, increment letter etc.
5. Maintenance daily OT statement to checkup the recruitment panel, salary in time after such lunch break.
6. Must ensure that floors are properly clean and tidy.
7. Arrange proper treatment for the ailing workers. If required arrange for hospitalization of any ill patients.
8. To maintain over all disciplines of the factory.
9. Monitoring security personal, ansar and hired security forces.

Academic Qualification:

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Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Social Science (MSS)	Political Science	National University	Appeared	2017	2 Years
BSS	Arts	National University	Second Class, Marks :50%	2014	3
HSC	Commerce	Farid Uddin Deggre College	CGPA:2.4 out of 5	2010	-
SSC	Commerce	Pirkasimpur R.N High School	CGPA:3.56 out of 5	2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate of participation, Legal, Training & Consultancy Firm	Bangladesh Labour Act 2006 and Rules 2015	Advocatesbd Associates khondokar Tomal Ahmed	Bangladesh	Next Accessories Ltd.	2018	10- 02- 2018
KPI Based Performance management system	workshop on day long training " KPI Based PMS"	SAVVY BD	Bangladesh	Marrino Royal, jashim uddin Road , Dhaka	2018	20 -07- 2018
Sustainable Management System Inc.	" OHS Risk Assessment In a Garments Manufacturing Industry	SMS, Facilitator, Abdul Alim (www.smscert.com)	Bangladesh	Dhaka, Bangladesh	2018	29-06- 2018
Work shop on Bangladesh Labour law 2013 & Ruls-2015.	How to implement Labour Law & Labour Rules	Factory Inspection Office	Bangladesh	Gazipur	2015	02 (Two) days
In depth health & safety training	Environmental safety & Fire safety	LI & Fung and PVH	Bangladesh	ABC Tower jashim uddin road, Uttara Dhaka.	2014	01(one day)
Fire service civil defiance	Fire fighting ,Fire prevention	BGMEA	Bangladesh	Hannan Fashion Ltd.	2014	03days

Career and Application Information:

Looking For : Mid-Level Job
 Available For : Full Time
 Present Salary : Tk. 20000
 Preferred Job Category : Garments/Textile, HR/Org. Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Italy, Japan, Australia, France, Hong Kong
 Preferred Organization Types : Investment/Merchant Banking, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Garments, Textile, Audit Firms /Tax Consultant, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Compensation & Benefits • Recruitment • Administration • Payroll 	I have conduct so many training session as per yearly training calendar. Such as Induction, PPE, Fire Fighter & Rescuer, MSDS etc.

Extra Curricular Activities:

Playing cricket, Football, Travelling, Hangout etc

Language Proficiency:

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

Personal Details :

Father's Name : Abdul Jabbar
 Mother's Name : Sapnaheer Begum
 Date of Birth : June 26, 1991
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 National Id No. : 19911918110000432
 Religion : Islam
 Permanent Address : Vill - Pirkashimpur, PO - Pirkashimpur, PS - Muradnagar, Dist: Cumilla, Division - Chittagong.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Kamrul Ahsan Polash	Md.Matiur Rahman
Organization	: Universel mensor Ltd	Liz Fashion Industry Ltd.
Designation	: Manager (HR, Admin & Compliance)	Manager (HR & Compliance)
Address	:	Shfipur, Gazipur
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01715704158	01716183550
E-Mail	:	mmrt_7@yahoo.com
Relation	: Professional	Professional