

Curriculum Vitae

KAMRUL AREFIN
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Academic Qualification

Level	Degree	Subject Major	Dept./Institute	Result	Year
Master	M.B.A.	Marketing	University of Glasgow, UK	Merit	2011
Higher Sandwich	HND	Hospitality	Manchester Metropolitan University, UK	Merit	2010
Master	M.A.	English	Govt. Dhaka College, Dhaka	Second Class	2003
Bachelor	B A (Honours)	English	Govt. Titumir College, Dhaka	Second Class	2002
Higher Secondary	H.S.C.	Science	Rajuk Uttara Model School and College,	First Division	1997
Secondary	S.S.C.	Science	Motijheel Model School and College,	First Division (*Marks)	1994

Professional Qualifications

Certification	Institute	Result	Year
HND in Hospitality Business Management (HND Higher National Diploma)	Manchester Metropolitan University, UK	Merit	2010

Internship and Industrial work

Name of Hotel & Resorts	Ranking	Location	Name of Hotel & Resorts	Ranking	Location
The Landmark London Hotel	5 Star	London	Cliveden House	5 Star	London
The Lowry Hotel	5 Star	Manchester	The Edinburgh Residence	5 Star	Scotland
The Capital Hotel	5 Star	London			

Employment Details (Current in RMG)

Profession in Sector :	RMG (Ready Made Garments Industry)
Company :	<u>Amir Shirt's Ltd</u> (100% Export Oriented factory) of <u>A plus group</u> www.amirshirts.com
Address & Contact :	Sufua, Kalikapur Union, Chauddagam, Comilla, Bangladesh. Face book: Amir Shirt's
Employer :	Mohiuddin Ahmed Bhuyan Chairman Contact: +88 01819249941
Functional Designation :	<u>Manager</u> (Premises management, HR & Compliance)
Department :	Premises management, Human resource management & Compliance
Working Period :	09 th April 2013 till present

Employment Details (Previous in Management)

Profession :	Company :	Address :	Department :	Designation :	Recommended :	Work- Period :
RMG	Racoon Tex Ltd	B -71, Gulshan Avn., Gulshan-1	Buying House	Manager HR & Compliance	Mim, Scarlet, Kappa Point Ziro, ALDI	05 th March 2011–31 st March 2013 (02 YRS & 01 Month)
RESTAURANT	Royal Nawaab Restaurant Mahboob Hussain (owner)	Manchester M19 3WN www.nawaab.com	F&B (Food & Beverage)	MER (Ass) HR & Compliance	5 Star Ranking and Lowry Hotel	05 th October 2008 --- 04 th December 2011 (03 YRS & 02 Months)
RESTAURANT	Raval Luxury Restaurant and Bar Avi Malik (owner)	London NE8 2AT www.ravaluk.com	F&B (Food & Beverage)	MER, HR & Compliance	5 Star Ranking and Hilton Hotel, Dorchester Hotel	03 rd September 2006 -- - 04 th October 2008 (02 YRS & 01 Month)

Experience

More than Eleven (11) years of professional through Compliance, Labour management, OHS issues of Green Industries in nationally and internationally. And especially more than five (05) years in **RMG** sector in Bangladesh. Also have **Lead Auditing training on WRAP, BSCI, ISO**

Major Responsibilities as the RMG's Professional

As a **Sr. Manager "Compliance & HR"**; I had to involve in the following duties:

Handle Buyer and code of conduct audit independently. To prepare Corrective Action Plan (CAP) after completing of Compliance Audit & keep all relevant documents. Ensure all compliance issues of a fully factory Ethical compliance on daily basis. Compliance policies execute for company. Managing & monitoring employee's health, safety & environmental issues in the entire factory premises. Managing Employee and Labor-Management Relations. Monitoring, follow up and supervise to compliance officer, welfare officer, doctor and medical stuff, Fire fighter, health and safety staff.

Implement and monitor the Auto group HR plan and policies in the factory and provide full and professional HR services to the factory. Prepare, plan and implement a recruitment and selection program in line with the Group's policy and procedure. Advise and guide the other managers of the factory on organizational, employee relations, communication as well as grievance handling issues. Ensure congenial IR (industrial relations) environment in the factory and provide appropriate advices while dealing with workers' representatives. Develop and update compensation and benefits structure of the factory and undertake all related activities as per the Groups' policy. Take on proper leave management system in the factory. Maintain Organogram as per company policy.

Accomplishments under the Certificate of

Special Recommended Auditing: **TUB by ILO, BSCI, WRAP, ISO 14001: 2007 & ISO 9001:2008, SQP**
Brand Recommended Auditing: **kik, Norma, Dmart, Terrenova, PIAZZA Italia, OVS, SAM & TY,**

Gaining in-depth knowledge

Specialty Law Reference & Practice

Repetition of Law : Bangladesh Labour Act-2006/2013/2015 | ACCORD | ALLIANCE | BNBC-2014 | BEPZA | ILO-CWSHW-2013 | ILO-HS-2003 | DINB-2008

Personal Information

Father's Name :	Al Hajj Mowlana Hafez Abdul Goni PhD.	Date of Birth :	03 rd October, 1980
Mother's Name :	Al Hajj Morjinatul Arefin	NID Number :	19802697654000025
Spouse Name :	Sherin Sultana BSS first Class MSS first MBA	Driving License :	DK0337588CL0002
Permanent Address :	256, New Jurain, Alambag, Dhaka- 1204, Bangladesh	Nationality :	Bangladeshi
Present Address :	256, New Jurain, Alambag, Dhaka- 1204, Bangladesh	Marital Status :	Married
Contact :	Home Phone: 02 7447473 Mobile: 01711 34 14 10	Passport Number :	X 0611174
Home District :	Khulna	Height & Blood Group :	5' 10" O+
Gender :	Male	Religion:	Islam

Reference

S M Zubair
Executive Operation (F&B)
The Landmark London Hotel
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