



Resume of

Ashraful Islam Fahim

22/6 E, Middle Kunipara, Tejgaon I/A Dhaka-1208, Bangladesh

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Career objective:

To build up my career in any sector where my educational qualification and professional experience could be utilized properly

Work Experience:

Total Year of Experience: 6 year(s) of working experience in Industrial Human Resource and Telecommunication sector with excellent communicating skills and committed work.

Saiham Cotton Mills Ltd. (A concern of Saiham Group)

Asst. Manager (Human Resource Dept.)

January, 2015 to till now

Ha-Meem Denim Ltd.

Ha-Meem Spinning Mills Ltd. (A concern of Ha-Meem Group)

Sr. Administrative Officer (Admin & HR)

February, 2013 to December, 2014

Arrival Fashion Ltd.

Sr. Executive Officer (HR & Compliance)

February, 2011 to January, 2013

Banglalink Digital Communication Ltd.

Customer Care Executive (Customer Relations)

January, 2009 to January, 2011

Key job responsibilities:

1. Planning and Developing Standard internal HR Policy of an organization.
2. Monitor Payroll System, staff performance and attendance activities both manually & ERP.
3. Coordinate manpower planning, recruitment and selection process.
4. Work under top consultancy (Both Local & Foreign) to establish a complete Rope Denim Project and machine wise manpower deployment.
5. Documentation and verification of worker's rights, Health and safety as per labor law, ILO, Accord, and other international organization.
6. Facing all kinds of **Audit** (BSCI, SMETA (SEDEX), ISC, WRAP, Li & Fung etc.) as per Buyer COC and prepare/make documents accordingly on regular basis.
7. Filling up various auditor's CAPs to ensure working environment as well as management Planning.
8. Liaison with 3rd Party Auditor about their findings and implement plan, Idea or corrections to make working environment safe & hygienic.
9. To arrange both Internal & External training program on Fire Safety, First Aid, Security, Chemicals, Environmental awareness, Labor management and others for each section.
10. Logistic and administrative support to factory as well as Buyer/Customer.
11. **Additional responsibilities:**
 - Liaison with BGMEA, BTMC, EPB, BEPZA, PDB, Audit Firm, Police Station, Fire & Civil defense Department, Labor Office, and SB Office etc.
 - Idea sharing to develop Compliance strategy, Planning & implementation based on international Standard.
 - Local Procurement as an additional work when needed.

Educational Qualification:

Bachelor of Business Administration (BBA) in 2012

Shanto-Mariam University of Creative Technology
Major in **Human Resource Management**
CGPA: 3.36 in a 4-point scale

Higher Secondary Certificate (HSC) in 2006

Dhaka City College
CGPA: 4.10 in a 5-point scale (Business Studies)

Secondary School Certificate (SSC) in 2004

Tejgaon Adarsha High school and College
CGPA: 4.44 in a 5-point scale (Business Studies)

Training:

- WRAP Fire Safety Training (**Risk Assessment**) in 2013.
- Community Level Volunteer Training Program (Training on Collapsed Structure Rescue, Fire Prevention and First Aid) from Bangladesh Fire Service and Civil Defense Directorate in 2013
- Basic Training Program (Banglalink Service Point Basic training Program) from Banglalink Digital Telecommunication Limited in 2011
- BGMEA **Fire Safety** Training from BGMEA in 2013.

Certification Course:

- Graphics and Certificate Course on Computer Applications from Karma Yog Sangstha in 2006.
- Auto Mechanics (With Driving) Dhaka Polytechnic Institute in 2011.

Languages:

- Bengali (Mother Tongue)
- English (Both Oral and Written)

Computer & IT skills:

- ERP Database management/MIS/HRIS (InfoBase (Oracle), NISA, KORMEE (Java), ORANGE etc.)
- Windows 8/XP
- Adobe Photoshop/Illustrator
- MS Word/Excel/PowerPoint/Access
- Internet browsing/HTML Webpage design

Extra Curriculum Activities:

Organizing Activities:

- Organized various kinds of functions and programs such as Picnic, Fairs and Cultural Programs.
- Founder president of SGI Foundation.
- Attend different types of Training, Workshop, Seminars, Functions and achieve assorted experience

Sports:

- Involved with sports in School, College, and University.

Personal Profile:

Father's Name : MOHAMMAD ABDUS SALAM
Mother's Name : SALMA BEGUM
Date of Birth : March 02, 1989
Gender : Male
Marital Status : Married
Nationality : BANGLADESHI
National ID no : 2699237558250
Birth ID no : 19893090937127548
Religion : ISLAM
Present Address : 22/6 E Middle Kunipara, Tejgaon I/A Dhaka-1208.
Permanent Address : Same as Above.

Reference:**Reference: 01**

Name : Major Korban Ali (Retd.)
Organization : SAIHAM Group.
Designation : GM (Admin & HR)
Address : East Kafrul, Dhaka Cantonment,
Dhaka
Mobile : 01711281275
E-Mail : mkali@saiham.com
Relation : Family Friend

Reference: 02

Colonel Abdul Wadud (Retd.)
Ha-Meem Denim Ltd.
Executive Director (Admin)
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Professional

**Ashraful Islam Fahim**