

Resume of Md. Sharfaraz Ahmed



Qualification:

B.B.A, MBA (D.U), PGDHRM (BIMS), ACHRM (DIU), CESM (U.S.A) ISO14001, SA8000(SAI) Basic (U.S.A), 18001 Lead Auditor (BD), C-KPI (Australia), CPP(India), LL.B (N.U) (Cont.)

Mailing Address:

Present Address: Samin Sharfuddin Villa

309, Lalbagh Road, Lalbagh, Dhaka

E- Mail:

ahmedsharfaraz2002@gmail.com, sharfarazahmed2002@yahoo.com

Permanent Address : Samin Sharfuddin Villa

309, Lalbagh Road, Lalbagh, Dhaka

Contact Number : +88- 01923690880, 01733313397

Home: 01715139007.

Career Summary:

Having 24 years' experience working in the Ready-Made Garments Industry of Bangladesh and

Gaining experience by working in a dynamic & challenging job environment, related with the business area where I am ready to apply my knowledge, creativity, and ability for the accomplishment of the firm's desired objectives and with the ultimate goal of becoming a successful team player.

INTERESTED GROUND FOR JOB:

Human Resources /Compliance and Administration.

PROFESSIONAL QUALIFICATION:

- Post Graduate Diploma in Human Resource Management (PGDHRM).
- Advanced Course in Human Resource Management – ACHRM-Daffodil University.
- Certified Environmental System Manager-(CESM), U.S.A.
- Certified Key Performance Indicator professional: Certified by the Institute of Australia.
- SA 8000 basic course certified by SAI (U.S.A).
- Certified Psychometric Professional from India.

WORK EXPERIENCES:

24+ Years

History of Different Assignments

- Working as G.M-H.R, Admin and Compliance and the Plant Head at L'Esquire of Esquire Group since August-2022 till date.
- Worked as the Group General Manager- H.R, Admin and Compliance of Crony Group, Narayanganj from December, 2019 to 22nd August, 2022. Total Experience, 03 Years- 07 Months.
- General Manager- Administration and Compliance at Fakir Apparels Limited
Worked since October-01, 2015 to 15th December, 2018. Total experience, 03 years 03 months.
- Head of the Dept.- Administration, Security and Compliance at Epic Garments Manufacturing Co. Ltd. A concern of EPIC Group.
The multinational Company. Worked since October, 16, 2011 to September-2015. Total Experience...04 Years & 02 Months.
- Manager-Human Resources, Administration & Compliance Harvest Rich Limited, currently known as Benetex Industries Limited.
Worked since July 01, 2008 to October, 15, 2011. Total experience 03+ years.
- Sr. Social Compliance Officer and Head of the Dept. at the Compliance Cell, in the Bangladesh Knitwear Manufacturers and Exporters' Association (BKMEA) 233/1, B.B. Road (1st Floor), Narayanganj, Bangladesh, Phone # 7641295, 7641857, 7640535.
Worked since August 01, 2006 till 25th June, 2008 Total Experience.....01 Year & 011 Months.
- Executive, H.R, Administration and Compliance, at the Dept. of H.R, Administration and Compliance Dept. in the Pride Group, Karnapara, Savar, Dhaka,
Worked from August 01, 2003 to July 31, 2006. Total experience.....03 Years.

Summary of Work Experience

In various assignments being the strategic implementer of the activities of Human Resources Department along with Administration and in line with the buyers' Compliance currently doing & did before like:

As Officer/Executive/Sr. Officer:

- Conducting job analyses (determining the nature of each employee's job).
- Planning labor needs and recruiting job candidates based on the formula of the Industrial Engineering Dept. and the production plan.
- Assisting in selecting job candidates from the reputed universities, institutes as fresher and from the pool of the experienced organizations as well for the skilled laborers maintaining the **Skill Matrix**.
- Maintain the database of Human Resources with the help of **HRIS**.
- Handling the activities of Security Department with the certificate of C-TPAT and *managing a team of twenty Officers* to monitor the BKMEA enlisted factories to develop the factories align with the buyers' requirements.
- Design, Check, Implement and Control the compliance requirements of the foreign buyers.

As Manager/Head of the Department:

- ❖ **Orienting and training the new employees to achieve the set benchmark per KPIs of the organizations.**
- ❖ **Managing wages and salaries** (compensating employees) with the help of customized software and designing to generate the required time bound reports for the management to review and for the strategic decision making process.
- ❖ **Structure and prepare the policy to decide the strategic decision** for incentives and Extrinsic and Intrinsic benefits for the employees.
- ❖ **Preparing the policy and implementing the same on KPI based appraisal system of the employees** of the organization.
- ❖ **Communicating** (interviewing, counseling, disciplining) the employees.
- ❖ **Training and Developing Managers as the white color employees.**
- ❖ **Building employees' commitment with the involvement and engagement.**
- ❖ **Health and Safety issues-depth work has been done to pass the different international buyers' COC and our country.**
- ❖ **Handling grievances and labor relations.** And in detail the disciplinary procedure with law references.
- ❖ **Handling the activities of Security Department with the certificate of C-TPAT.**
- ❖ **Coordinated the activities of UTILITY DEPARTMENT FOR UTILITY SERVICES of the company and administering company administration with the protocol and policy of the company.**
- ❖ **Managing different Govt. Organizations for different licenses and documents to get updated for the company.**
- ❖ **Preparing the company for auditing as per international buyers' COC.**

Summary of Work Experience (Cont..)

When I was assigned as the General Manager/Group General Manager and as the Plant Head with the responsibility of all departmental activities.

- ❖ To lead a team of 100 employees in the core department of Administration, Human resources and Compliance,.
- ❖ To design the Manpower Planning and control, Recruitment, Training Performance Appraisal, and Separation.
- ❖ To ensure the Safety and Security of the complex of 1500K to 6000K sft. area and 50 structures in the same boundary.
- ❖ To deal with the International Buyers' matrix of 25 in total (approx.) comprising of H&M, C&A, Primark, Walmart, & many more.
- ❖ To ensure the activities done by the Payroll and Human Resources Dept. is 100% compliant of all the units/companies under the same company or group.
- ❖ Implementation of ACCORD/RSC, HIGG Index under SIPP project, different sustainability projects, LEED Certification with all other regular course of action.
- ❖ Special implementation of Fire Safety requirements per ACCORD and BNBC-2006/2020 STD.
- ❖ To ensure the Product Safety requirements are in place all through the factory and the full implementation of QMS system.
- ❖ To meet the Buyers' Forum and individual conferences on Human Resources, Compliance and the contemporary issues.
- ❖ Implementation and assurance of 5S all through the complex as a part of the perfect housekeeping assurance for the company.
- ❖ Under the sustainability project implementing the Energy efficiency, Water use minimization projects and the ETP to maintain GREEN and the expansion for R.O with the requirement of ZDHC to ensure with the ultimate goal for ZLD.
- ❖ To administer the Skill Training Centre to bring nearly 50 Operators or skilled manpower within a month within 15 days' time with the 60% efficiency.

Work responsibilities as a Team Player:

- Worked with other departments for compliance implementation, maintenance and developments.
- Trained relevant personnel according to compliance requirements on regular basis and maintain the training records.
- Ensured succession planning is available for stepping in when required (additional required, leave, business trip etc.)
- Secured HR and Compliance KPIs integrated with performance bonus/incentive for related leaders/employees.

Key Performance Indicators:

1. Audit Planning.
2. Conduct Internal Audit.
3. Root Cause (Fish Bone, 5W) analysis.
4. SWOT analysis.
5. Prepare Corrective and Preventive Action (CAPA) and implement of PDCA model to the all activities.
6. Reduction in number of repeated violations onsite.
7. Reduce incident and accident (Health and Fire Safety).
8. Reduce workers' migration.
9. Increase awareness among workers (Occupational Health and Safety, Electrical Safety, Fire-right and responsibility, Legal laws, Legal requirements and buyers COC.
10. Electrical Audit.
11. Risk Assessment
12. OHSAS certification implementation.

EDUCATIONAL BACKGROUND:

1. Master of Business Administration (MBA), Majoring in MIS With the CGPA **3.44** on 4 point scale, 2000 (held in 2003). Department of Management Studies, University of Dhaka.

2. Bachelor of Business Administration (BBA)

With the CGPA **3.49** on 4 point scale, 1999 (held in 2001). Department of Management Studies, University of Dhaka.

3. Higher Secondary School Certificate (HSC)

First Division from Commerce Group, Marks obtained **62.1%**. Azam Khan Govt. Commerce College, Khulna, 1995. Jessore Board.

4. Secondary School Certificate (SSC)

First Division with **Star Marks** from Arts Group, Marks obtained **79.1%**. Rotary School, Khulna, 1993. Jessore Board.

PERSONAL INFORMATION:

Father's Name: Late. Md. Shamim Ahmed

Mother's Name: Late Sahida Khatun

Date of Birth: May 1, 1978

Marital Status: Married

Citizenship by Birth: Bangladeshi by birth

Hobby: Reading books, Traveling.

REFERENCES:

1. Mr. Golam Kibria
Ex-Country Manager
Bureau Veritas Bangladesh Limited

Mobile # 01713061250

Email: iam_kibria@yahoo.com

Declaration:

I do hereby declaring that the above information are correct and written with my full consent.

Training and Continual Development

INTERNATIONAL TRAINING: International Training Program on Labour and Employment Relations in a Global Economy. **Organized by V.V. Giri National Labour Institute, Noida, U.P., India.** Under the ITEC/SCAAP program of the Ministry of External Affairs, Government of India. **Duration: 12th Nov. to 30th Nov., 2007.**

➤ **TRAINING COURSE 01: Management of Garments Factories.** Institute: Industrial and Production

Engineering Dept. Address: **BUET campus, Dhaka.**

TRAINING COURSE 02: ISO Design & Implementation.

Organized by: IFC (World Bank), SEDF, UAP, ESCB.

Conducted by: **RL Enterprises Ltd, U.S.A**

➤ **TRAINING COURSE 03: Course: Report Writing Workshop** Trainer: Mr. Gerald Farrell

Conducted by: **British Council** Duration: 28/10/2006 and 04/11/2006.

➤ **TRAINING COURSE 04: Information Product Development Workshop**

Trainer: Ms. Lilakshi De Mel, Colombo, Sri Lanka

Organized by: **German Technical Cooperation (gtz)**

Duration: 26-27 November, 2006.

➤ **TRAINING COURSE 05: C³ Training Techniques**
Contents covered: Theory of Learning, Communication and Visualization in Learning Situations, Methodological Diversity in Training Seminars, Curriculum Design and Seminar preparation.

Organized by: **German Technical Cooperation (gtz) & GFA consulting group, German**
Trainer: Ms. Marret Schadwinkel
Duration: **11th to 13th December, 2006**

➤ **TRAINING COURSE 06: Training on Zero Discharge Hazardous Chemical (ZDHC)**
Certified by: ZDHC Platform Date: 06 March, 2018.

➤ **TRAINING COURSE 07: CSR and Social Compliance**

Half day Program. Conducted by: Reed Consulting (Bangladesh) Ltd.

And many more.....