

## Contact

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## Top Skills

Microsoft Excel  
Microsoft Excel Macros  
Pivot Tables

## Certifications

Certificate Achievement on Labour Law & Rules Masterclass  
Practical HR Budget  
Computer Office Application  
Work Breakdown Structure  
HR Expert in Excel Programme

# Fardin Ahmed

Asst. Manager | Meghna Group of Industries | HR Operation | HR Professional | Disciplinary Action | Grievance Handling | PGD-HRM | LLB | LLM | Training & Development | Core HR | Corporate HR | Ex-Asrotex Group |

Narayanganj District, Dhaka, Bangladesh

## Summary

Dynamic and goal-oriented HR professional with over five (5) years of progressive experience in the garment and textile sectors, managing HR operations for large employee bases in compliance-driven environments. Proficient in recruitment, payroll administration, employee relations, and compliance management, with a strong command of the Bangladesh Labor Law 2006 and Bangladesh Labor Rules 2015. Skilled in leveraging advanced HR tools to optimize payroll processes, ensure data integrity, and enhance organizational efficiency. Recognized for successfully leading recruitment drives, streamlining HR operations, and fostering employee engagement through transparent communication and tailored training programs. Adept at driving workforce performance through strategic planning, collaboration, and innovative solutions. A dedicated team player and leader with a high sense of responsibility, confidentiality, and the ability to thrive in dynamic, multicultural environments.

## Experience

Meghna Group of Industries (MGI)  
Assistant Manager - Human Resources  
September 2025 - Present (5 months)  
Fresh Villa, MGI Head Office, Gulshan

Asrotex Group

3 years 5 months

Assistant Manager – HR & Compliance  
December 2024 - September 2025 (10 months)  
Narayanganj District, Dhaka, Bangladesh

Leading HR operations for a large number of employees, ensuring smooth workforce management.

Overseeing recruitment, manpower planning, and onboarding processes.

Supervising payroll & benefits management: preparing salary statements, allowances, OT & incentives through KORMEE.

Conducting grievance handling & disciplinary actions as per Bangladesh Labour Act.

Ensuring compliance with Labour Law 2006 (amendments) and EPZ Labour Rules 2019.

Preparing & verifying HR and compliance reports for buyer audits and management.

Conducting internal HR audits to ensure data accuracy and integrity.

Monitoring safety, health, and welfare practices and ensuring compliance with audit requirements.

Organizing employee awareness programs, fire drills, and training on compliance & safety.

Advising management on HR policies, employee relations, and strategic HR initiatives.

Coordinating with auditors, buyers, and government authorities during compliance inspections.

#### **EXECUTIVE- HR & COMPLIANCE**

May 2022 - December 2024 (2 years 8 months)

Narayanganj District, Dhaka, Bangladesh

Maintained employee files, records, and HR databases with accuracy.

Assisted in recruitment & selection: CV screening, interview scheduling, and onboarding formalities.

Supported attendance & leave management, ensuring proper documentation.

Collected, checked, and submitted data for payroll preparation through KORMEE software.

Assisted in preparing salary sheets, OT calculations, allowances, and benefits.

Helped in disciplinary and grievance handling following Bangladesh Labour Law.

Coordinated compliance activities to meet buyer audit requirements (BSCI, WRAP, SEDEX, Accord/Alliance).

Monitored daily compliance checklists (health, safety, working hours, environment).

Assisted in arranging training sessions, fire drills, and safety awareness programs.

Prepared HR reports and compliance-related documentation for management and auditors.

**JL FASHION LIMITED**  
**EXECUTIVE- HR & COMPLIANCE**  
December 2020 - May 2022 (1 year 6 months)  
Gazipur District, Dhaka, Bangladesh

**ODESSA FASHIONS LTD**  
**OFFICER- HR, ADMIN & COMPLIANCE**  
May 2020 - November 2020 (7 months)  
Gazipur District, Dhaka, Bangladesh

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## Education

Academy of Business Professionals (ABP)  
Postgraduate Diploma in Human Resources Management, PGDHRM  
· (September 2024 - May 2025)

City University (BD)  
Master of Laws - LLM, Law

City University (BD)  
Bachelor of Laws - LLB, Law

Hatimara College  
HSC, Business Studies

Hatimara High School  
SSC, Business Studies