

MD.SHOEB AL SHAD

Contact Address : W/F-1, West Firozshah Housing Estate,
Akbarshah, Chittagong, 4207.
Contact Number : 01730306352, 01684-186843,
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OBJECTIVE

To acquire a challenging position in an environment where I can best utilize my skills and education. To obtain a management position, in which I am given the opportunity to play a direct role in the unlimited growth and success of a solid organization.

JOB EXPERIENCES

**1. HR Manager (Head of HR),
Brandix Casualwear LTD,
Cumilla EPZ, Cumilla -3500.
(From April 2021 to present)**

**2. HR & Admin Manager,
BIC Bangladesh LTD,
Incontrade Depot, Chittagong - 4205
(From November 2013 to March 2021)**

**3. Assistant Manager (HR DEPT)
Four H Apparels (Four H Group),
Baluchara, Chittagong.
(From August 2009 to October 2013)**

Specialty in followings

- ♦ HRM & Administration,
- ♦ Labor law,
- ♦ HR policy,
- ♦ HR acquisition,
- ♦ Factory compliance.
- ♦ Fire & Safety.
- ♦ Payroll,
- ♦ Training & Development,
- ♦ NOC & Licensing,
- ♦ TAX & VAT management.
- ♦ Coordination with buyer & follow up buyer's COC.

Customer Interaction -

- ♦ GAP
- ♦ PVH
- ♦ Uniqlo
- ♦ Honey's
- ♦ NEXT
- ♦ CELIO, etc.

Training Conduction as Trainer –

- PACE Training
- Women Empowerment Training
- GBV Training
- Soft Skill Training
- Abuse & Harassment Training

ACADEMIC QUALIFICATIONS

Name of the Degree	Subject	Institutions	Year	Class/ Division	Board / University
MBA	HRM	Southern University	2022	Enrolled	Chittagong
PGD	HRM	Bangladesh Institute of Management Study	2021	Awarded	BIMS
BBA	HRM	Southern University	2021	3.46/4	Chittagong
BBS	General	National University	2008	2 nd	Gazipur, Dhaka
H. S. C.	Science	Govt. City College	2005	2.5	Chittagong
S. S. C.	Science	Victory Model High School	2000	1st*	Chittagong

SHORT COURSES

- Diploma in merchandising (6 months).
- Fire & Safety training from Bangladesh fire service and civil defiance.
- Presentation Skill.
- Communication Skill.
- Corporate grooming.
- Public Speaking Fundamentals.
- Email Etiquettes.

COMPUTER LITERACY

Microsoft Office, ZteKo access, Hsnider, HRIS.

LANGUAGE SKILL

Language	Reading	Writing	Spoken
English	Excellent	Excellent	Excellent
Bangla	Excellent	Excellent	Excellent

PERSONAL ATTRIBUTES

- ♦ Vast amount of experience.
- ♦ Capacity of working longer period.
- ♦ Academic background.
- ♦ Highly skilled on Time management.
- ♦ Superb Talent management ability.
- ♦ Ability to maintain massive network in both inside out.
- ♦ Possessing strong personality and confidence.
- ♦ Quick learning ability.
- ♦ Ability to work efficiently under pressure & meeting deadlines.
- ♦ Ability to work in teams & maintain effective communication.

PERSONAL INFORMATION

Father's Name : M.A. Arshad
Mother's Name : Mrs. Salina Akter
Present Address & Permanent Address : W/F-1, West Firozshah Housing Estate,
Akbarshah, Chittagong, Bangladesh.
Marital Status : Married
Date of Birth : 27th July'1985.
Religion : Islam.
Nationality : Bangladeshi.

DECLARATION

I, the undersigned declare that the information specified in this are true to the best of my belief and knowledge and correctly describes my experience and myself.



(Md. Shoeb Al Shad)