

CV OF

Sujon Deb Nath

Village : South Sahadebpur, Feni
P.S : Feni Sadar, Dist: Feni
Mobile : 01321094145 , 01818161006(WhatsApp)
Email : sujondeb@gmail.com



CAREER OBJECTIVE

To prove myself as a skilled professional through better serving as the employer of the organization with utmost sincerity and to step ahead to be a successful person in life through achieving the organization's goals. For that I attest myself as a responsible hard worker and highly energetic person to face any challenge.

EXPERIENCE

Total year of Experience: 8 year(s)

1. Company: Roar Fashion Limited. Sweater Unit

Department: HRD **Position:** Asst. Manager (HR & Compliance)

From: 1st September 2020 to Continue.

2. Company: Padma Textile Ltd. (Buying House)

Department: CSR **Position:** CSR (Auditor)

From: 4th July 2019 to 30 August 2020.

3. Company: Epic Group. (Buying House)

Department: HRD **Position:** Compliance Executive.

From: 1st January 2017 to 30 June- 2019.

4. Company: Zahintex Industries Limited, Sister Concern of Givensee Group.

Department: HRD **Position:** Compliance Officer.

From: 1st January 2013 to 31 December, 2016.

Major Responsibilities and Outcomes:

- ❖ Monitoring employees personal file with service book and upgrade time to time.
- ❖ Prepare daily & monthly manpower report.
- ❖ Conduct recruitment, selection & orientation programs.
- ❖ Monitoring payroll administration including salary functions.
- ❖ Analyzes employees evaluation form including (interview, confirmation, increment & promotion).
- ❖ Monitoring & Check final payment for resigned employees.
- ❖ Maintain & Monitor Staffs in-out records & report to ED.
- ❖ Monitoring Prepare & distribute various types of official letters such as Job offer, Appointment, Confirmation, Transfer, Increment, Promotion, Show cause, Dismissal and Punishment letters to the concerned employees when required.
- ❖ To receive grievance, complain, demand & suggestion from the workers & after receiving the issue discuss with related persons & nearest Management immediately.
- ❖ Monitoring housekeeping & workplace safety issues.
- ❖ Any other tasks assigned by the Management including all functions of HR & Compliance when required. Recruitment and selection process.
- ❖ Monitoring Daily & Monthly current manpower report.
- ❖ Any other tasks assigned by the Management.
- ❖ To conduct welfare & compliance issues, disciplinary issues to the workers and advice to the management to take disciplinary action as per labor law.
- ❖ Ensure the social compliance at the factory as per buyer's requirements.
- ❖ Make the workers personal file, maternity file, leave register, monthly salary & OT sheet.
- ❖ Arrange workers welfare committee meeting & inform the feedback to concern authority.
- ❖ To conduct orientation program for the new employee.
- ❖ To conduct various kinds of awareness and training program for the workers & staff.
- ❖ To develop the physical & mental capacity of workers so that they can fulfill the highest standard of production.
- ❖ To conduct various kinds of meeting and preparing the meeting minutes.
- ❖ Continuously monitoring the production floor and activities of the workers & take necessary measures as required.
- ❖ To prepare and maintain internal audit check list.
- ❖ Undertake over all supervision on Health & Safety issue
- ❖ To make good and peaceful relation among the factory management & workers.
- ❖ Smart, presentable, good communicator, focused to develop a career in this field.

EDUCATIONAL BACKGROUND:

Human Resource Management Competency (HRMC)

Degree : HRMC
University : Institute Of Business Administration. (IBA, Dhaka University)
Group : Business School
Year of passing : 2018
G.P.A/Division : Passed.

Bachelor Of Business Administration

Degree : BBA
University : American International University Bangladesh. (AIUB)
Group : Business School
Year of passing : 2012
G.P.A/Division : 3.52 out of 4.00

Higher Secondary Certificate.

Degree : Higher Secondary Certificate (HSC).
College : Ideal College, Dhanmondi, Dhaka.
Group : Business Studies.
Board : Dhaka
Year of passing : 2006
G.P.A : 4.20 out of 5.00

Secondary School Certificate.

Degree : Secondary School Certificate (SSC).
School : Feni Govt. Pilot High School.
Group : Science
Board : Cumilla
Year of passing : 2004
G.P.A : 3.94 out of 5.00

COMPUTER LITERACY

- Operating System: Microsoft Windows XP All, 98, 2000, Windows 7. Windows 8.1
- Office Tools: Microsoft Word, Excel, Power-point etc.
- Internet Skills: All kind of E-mail Checking, searching and findings different types Of information by search engine using various types of browsing software.

SKILLS

Language Skills:

- Proficiency in Bangla and English in speaking, reading, and writing fluently.
- Proficiency in public speaking and multimedia presentation.

Technical Skills:

- Expertise on documentation, and report writing.
- Expertise on Microsoft office & Bangla typing.

PERSONAL INFORMATION

- Nick Name : Sujon Deb Nath
- Father : Suresh Chandra Nath.
- Mother : Amita Bala Debi.
- Date of Birth : 1st November 1988.
- Religion : Hindu.
- Marital Status : Married
- Permanent Address : Vill: South Sahadebpur. P.O:Feni ,
P.S: Feni Sadar, Dist: Feni.
- Present Address : House 2. Block G Road 2,
Mirpur 2, Dist:Dhaka .
- **Mobile No** : 01321094145

Hobbies & Fields of Interest : Traveling and tourism, watching movie, listening music & Reading novel, Reading newspaper, cricket play.

Reference(s):

Name :SureshChandraBiswas
Designation: Commisionar
Organization :BangladeshCustoms
Phone (Off.) : 01711351934.
EMail : suresh@yahoo.com
Relation : Relative

Name: Kamal Kanti Sarkar
Designation: Head of CSR
Organization : PadmaTextileLtd.
Phone (Off.) : +8801701394837
EMail :kamal@padmabd.com
Relation : Professional

Sujon Deb Nath

Signature.....

Date.....