

Yamamul Haque
Business Administration

North Badha, Dhaka

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Career Objective

To start my career in any organization where I can implement my potentiality, monitoring ability, leadership skill and knowledge that will help to catch up the organization's mission, vision and also my career growth.

Professional Experiences

Organization	Position	Job Responsibilities	Duration
RFL Group BD (Walkar Footwear Ltd)	Assistant Manager-HR	<ul style="list-style-type: none">➤ Carry out structured duties in respect to recruitment, drafting vacancy announcements for review, sorting and screening of CVs as per announced criteria, arranging interview, calling candidates etc.➤ Separation related activities.➤ Processing and organizing preparation of letters of employment, contracts, promotion, transfer, reassignment, termination, retirement, confirmation in service etc.➤ Review the new staff induction package as well as facilitate the session➤ Work with the Program team or units to identify the manpower to be hired based on the HR Requisition Form➤ Maintain personnel records and associated human resource information systems (HRIS)➤ Manage employee leave and attendance➤ Responsible for maintaining and updating all personnel files of the respective area(s) as per standard➤ Follow up new staff to ensure the ID card, visiting card, email address and properly documentation of employee exit form.➤ Prepare monthly payroll and processing any other payment e.g. Internal, Consultant.➤ Assist in development of policies and procedures to support the compensation and benefits function and ensure that all staffs are aware of benefits policies and procedures.➤ Providing creative ideas for increasing employee engagement and proposing engagement & recognition initiatives accordingly.	July 2020- Continue

		<p>➤ Assist in the planning, designing and motoring the learning and development activities to meet the basic competencies for the job and that the organization will need in future.</p>	
<p>Maheen Accessories Ltd.</p>	<p>Senior Executive- HR, Admin & Compliance</p>	<p style="text-align: center;"><u>HR Activities</u></p> <ul style="list-style-type: none"> ❖ Formulation of different kinds of HR policies aligned with the local laws. ❖ HR activates (Recruitment & Selection, Employee Orientation, Employee motivation, Leave Management, Disciplinary action, conducting interviews and communicating with candidates) ❖ Maintaining employee personnel file ❖ Prepare job offer letter/Application letter and agreement for suitable candidates ❖ Manage general office administration. ❖ Receive interdepartmental note, documentation and take actions as per policy ❖ Prepare and update leave status, Daily Attendance, yearly increment, salary adjustment and individual salary statement. Organizing the Human Resources Department according to the plan. ❖ Prepare recruitment approval note, appointment approval notes and take approval from concerned department Head & the Management. <p style="text-align: center;"><u>Compliance</u></p> <ul style="list-style-type: none"> ❖ Conduct regular compliance audit. ❖ Prepare Corrective Action Plan (CAP) within timeline and submit to buyer as per their requirement ❖ Maintain environmental, health and safety issues in the factory; ❖ Conduct awareness program among the employee and workers regarding environmental, health and safety issues ❖ Maintaining and follow up licenses and certificates along with necessary legal documents. ❖ Communicate with buying house, third party audit firm, fire & civil defense department, labor office, labor court, BGMEA, Police station, local influence & labor organization. ❖ Obtain and institute compliance standards and carryout regular assessment and gap analysis for individual buyers' compliance requirements. ❖ Advise and brief workers on use of PPE, Machine guarding, Sanitation, OSHA, Fire Safety, maternity leave for female, leave with wages and leave 	<p>Apr, 2019-June 2020</p>

		<p>privileges and working and living conditions of the workers and promote their general well-being.</p> <ul style="list-style-type: none"> ❖ Arrange routine welfare meetings and Training, such as: Participation Committee, Safety Committee, Grievance Committee, Anti-Harassment Committee, EHS, Fire safety, etc. ❖ Check the workers personal file, Maternity file, leaves register, final settlement, monthly salary & OT Sheet etc. of business unit. 	
Ever Smart Bangladesh Ltd	Officer Sustainability	<ul style="list-style-type: none"> ❖ Execute Internal Audit (UNIQLO, PUMA & H&M) standard once in every three months & Prepare CAP ❖ Weekly 6S audit and prepare CAP, arrange 6S review meeting. ❖ Sub-contract factory audit, prepare CAP. Follow up recruitment issues. To prepare factory & face different buyers audit as like as UNIQLO, PUMA, H&M, Fair Labor Organization, and Better Work. ❖ Arrange Evacuation Drill, Fire drill and fire safety training. ❖ Prepare Risk Assessment and arrange review meeting for solving the findings. ❖ Prepare CSR related calendar Organized different programs as like as Earth Hour. ❖ Project Co-ordination ❖ Menstrual Hygiene Management by collaboration with SNV & Phulki. ❖ Successfully organized Occupational Health & Safety Fair-2018 & Safety Week. Organized Safety 	Feb, 2018-Mar, 2019
		<ul style="list-style-type: none"> ❖ Sort out everyday problems by visiting floor and communicate verbally or by mail to solve the problems as soon as possible. ❖ Execute Internal Audit ❖ Prepare CAP of this Internal Audit, arrange meeting and training session on internal audit findings and give time line to the department head to solve the findings as soon as possible. ❖ Carrefour, Walmart, Jcpenney, S.Oliver, Sears, VF Asia, GAP, Decathlon, Walt Disney, Lindex, Tesco, Puma, Tchibo, PVH & Alliance for Bangladesh Workers Safety, SEDEX, OEKO TEX & FSC ❖ To face Alliance for Bangladesh Structural, Fire & Electrical audit, update CAP & take action with the time line. ❖ Execute Risk Assessment & Machines Risk 	

r-pac Bangladesh Packing Co. Ltd	Officer- Compliance & EHS	<p>Assessment.</p> <ul style="list-style-type: none"> ❖ To communicate BEPZA, Fire Service & Civil Defense office, City Corporation for Trade License, ICDDRDB & Department of Public Health for Drinking water test, BUET for Sludge test & Waste Water test, Environment Office for License, BERC Office for Generator License. ❖ Prepare monthly environmental related data like Waste Disposal, Chemical Inventory, Air Emission, and Transport Log for GHG Gas Emission, Water Consumption, and Energy Consumption. Prepare GHS Label & Bangla MSDS. ❖ Prepare Chemical Inventory, Hazardous chemical list and No- Hazardous Chemical List (Monthly), which PPE need for which chemical. Chemical Risk assessment. House Keeping Audit. ❖ Training Program: PPE, MSDS, Fire Safety, Earthquake, Hazardous Waste Management, Health & Safety, Fire Fighter, AIDS & HBs, Water Saving, Cleanliness, Waste Consumption, Energy Consumption. ❖ Develop Committee like Safety Committee, Anti-Harassment, Machine Safety Committee and EHS Committee. 	Jan,2015- Jan, 2018
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Achievement

- In the presence of me we got 100% Alliance Certificate. Prepare First Aid & Fire Fighter Training Slide.
- Completion of “Alliance Basic Fire safety & Earthquake” training of Total Workforce (520) including “Three Foreign Expatriates”.
- Organize Program on Safety Week-2017(15th January-22th January, 2017).
- Director of Drama on “Consequences of Working Carelessly” & “Eve Teasing and its impacts on Family”.
- Preparation of Accident Incident Video.
- Preparation of “Alliance Voice on Basic Fire Safety & Earthquake”.
- Prepare Video on “Accident Incident”. Prepare “Fire Fighting Training Slide”. Handle all Safety Committee Issues as like as arrange meeting, prepares meeting minutes, send all documents to Alliance for Bangladesh Workers Safety representative.

Training

Training Topics	Provided By	Date	Details
Identification & Risk Assessment	BV	1st February, 2018	Different steps of HIRA. How to execute HIRA.
Basic Fire Safety & Earthquake	Alliance for Bangladesh	20th October 2017	To create knowledge about fire for all Security Guard.

Fire Safety & First Aid	Fire Service & Civil Defense	4th & 5th October 2016	Duties & responsibilities in the time of Fire & Earthquake. rescue the fire affected people
Health & Workplace Safety	Alliance for Bangladesh	3rd & 4th August 2016	Ensure workers health & working place safety

Educational Background

Degree	Concentration	Institution	Result	Year of Passing
MBA	Human Resource Management	Jagannath University	CGPA-3.48	2014
BBA	Management Studies	Jagannath University	CGPA:3.42	2013
HSC	Business Studies	Dr. Abdur Razzak Municipal College, Jessore	GPA:4.90	2008
SSC	Business Studies	Angarpara Bohirampur High School	GPA:4.94	2006

Language

Languages	Reading	Writing	Speaking
English	High	High	Medium
Bengali	High	High	High

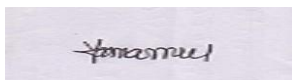
Computer Skills:

- Microsoft Office Programs: (Word, Excel, Power point, Outlook).

Personal Details:

Name of Father : Yar Ali
 Name of Mother : Momotaz Begum
 Date of Birth : 31st October, 1991
 Permanent Address : Village: Bohirampur, Post
 Office: Amritabazar, Upozilla
 Jhikorgacha, District:Jessore.

Signature of applicant's



(Yamamul Haque)