



## CURRICULUM VITAE

**MD. WARES ALI MIAH**

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**Mohammadpur, Dhaka-1207**

**Mobile:** +8801737539251, +8801554785060

### CAREER OBJECTIVE:

To utilize professional knowledge, technical skills and experience in the field of human resources with esteem organization. A job that gives me opportunity to work at the leading edge of technology, to learn, to innovate.

### PROFESSIONAL EXPERIENCE:

Working as **Executive-HR & Admin** at reputed multinational company having engaged with branded label accessories business which is known as **r-pac Bangladesh Packaging Company Ltd.** at Adamjee EPZ from **March'2016 to till date.**

### CURRENT JOB PROFILE:

- To handle general Human Resources and Admin operations.
- Follow up disciplinary actions as per law of the land.
- To handle Recruitment, Selection and Employee onboarding.
- To handle payroll management (HRIS).
- Coordinate and maintain stakeholder management.
- Coordinate internal audit and to handle external social-compliance audit.
- Follow up Industrial Relations.
- To handle procurement: General Stationary.

### CAREER PROFILE:

- Set Individual performance indicators for Performance Matrix Plan (PMP).
- Prepare and redesign Job Description (JD) for the employees.
- Recruitment, Selection, Onboarding, Training and Development.
- Prepare Policies and Deeds i.e **Anti Sexual Harassment, Security Policy, Basic Discipline, Canteen Management.**
- Organize and Facilitate employee engagement programs.

### PROFESSIONAL KNOWLEDGE:

- Bangladesh Labor Law-2006, Labor Rules-2015
- EPZ Labor Act-2019
- Compensation Management
- HRIS Operations
- Organizational Development
- Training & Development

**EXTRA CURRICULAR ACTIVITIES:**

- Executive Member & Press and Publications Secretary at **Dhaka University Film Society (DUFS)**, 2010-2014.
- Member at **Badhon** (Voluntary Blood Donar Organization).
- Member at **Rover Scout** (at Higher Secondary & University Den).

**TRAINING PROFILE:**

- Introduction to Project Management at Open Classrooms, 2019.
- Training on 5S at r-pac, 2019.
- Train the Trainer (ToT) at r-pac, 2018.
- Environment Sustainability at Li & Fung, 2017.
- Introduction to Compensation and Benefits Management at Skill Wiz, 2017.
- Basic Fire Safety & Earthquake at Fire Service & Civil Defense, 2016.

**ACADEMIC QUALIFICATION:**

- Passed SSC in 2007 under Dhaka board from Dhanmondi Govt. Boys' High School, Dhaka.
- Passed HSC in 2009 under Dhaka board from Rifles Public College, Dhaka.
- Graduate at Applied Statistics in 2014 from University of Dhaka.
- Post graduated at Human Resources Management in 2019 from University of Dhaka.

**COMPUTER SKILL:**

- Component in all major Microsoft office packages including Word, Excel, PowerPoint, and Visio along with Bijoy-52.

**PESONAL PROFILE:**

Father's Name : Md Ayub Ali Miah

Mother's Name : Fatema Ali

Date of Birth : 8<sup>th</sup> June'1991

Language : Bangla, English

Marital Status : Married

Permanent address: 20/5, flat: BC-05, Road: 01, Mohammadia Housing Ltd. Mohammadpur, Dhaka-1207

**WORKING STRENGTH:**

- Always keen to learn and achieve targets. Always work with positive attitude. To work in challenging atmosphere.

**DECLARATION:**

- I hereby declare that above-furnished information is true to best of my knowledge and belief.



(MD. WARES ALI MIAH)