,

**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.

1. **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:**

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| **Human Resource Management Competency (HRMC)** |

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

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| **Bachelor Of Business Administration** |

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| --- | --- | --- |
| 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.**

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| 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 .

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| • **Mobile No** | : | 01321094145 |
| Hobbies & Fields of Interest | : | Traveling and tourism, watching movie, listening music & Reading novel, Reading newspaper, cricket play. |

Reference(s):

Name :SureshChandraBiswas Name: Kamal Kanti Sarkar

Designation: Commisionar Designation: Head of CSR

Organization :BangladeshCustoms Organization : PadmaTextileLtd.

Phone (Off.) : 01711351934. Phone (Off.) : +8801701394837 EMail : [suresh@yahoo.com](mailto:suresh@yahoo.com) EMail :kamal@padmabd.com

Relation : Relative Relation : Professional

**Sujon Deb Nath**

Signature………………..

Date……………..…..….