

**Resume**

**Shaikh Md Shahinur Alam**

Cell no: 01712204694

### E-mail: shahinurhr@gmail.com

**Career Objective:**

I Like Creative and any kind of challenging work that’s I chosen HR as my profession. And I am proud of it. I've learned a lot. It was a path fool of challenges, but mostly with great experiences and learning’s. And with great rewards, i passionate for this, I never feel time passing by, tiredness, or a lake of sense. I believe and bet on human potential. I've been trained to help individuals reach their maximum happiness and personal satisfaction. This is what I do

**Career Summary:**

A faster Tracking with rich & diversified exposer of more Than **14** years of experience to Human resources Management & cross-functional projects management, intended to lead a Human resources team from **2006** and having more than **14 years of experience** in **(Noman, Viyellatex, Palmal & Young one)** **Admin. & HR,** with multi-locational diverse workforce of more than **9000 employees** through solid exposers to industry dynamics are broadly in **HR, Administration, CSR & Payroll and Statutory compliances & KPI,** whichinclude Salary process, formulating Payroll process, the perceive skill sets are viz.

Presently involving in **Head of factory HR, Noman** Group and responsible for **Nice Denim Mills Ltd., Nice Fabric Processing Ltd., Ismail Spinning Mills Ltd.; Ismail Rotor Mills Ltd.; Sufia Cotton Mills Ltd, Sufia Weaving Mills Ltd., Yasmin Textile Mills Ltd., Noman Home Textile Mills Ltd. & Saad Fabric Process Ltd.; with** Goal- Directed, Result Oriented Profession with vast operational Experience with strong handling in Factory HR operation, Compliance and payroll background over 13 years’ Experience in Knit, Woven (Denim), Textile and Terry Towel div.

**Present Works Information:**

AGM-Admin & HR Noman Group May 2013 to Running

**(I Have started This group as Manager from Zaber & Zubair Fabrics Ltd, Noman Terry & Running Nice Denim Mills)**

**Previous** **Worked Information:**

1. Sr. Executive (BUHR) Viyellatex Group, January 01, 2012 – March 31, 2013

2. Sr. Executive- Admin & HR; FHRO-Palmal Group; May 02, 2010 - December 31, 2011

3. Team leader-HRD Youngone CEPZ; June 01, 2006 - April 2010

**Key Competency:**

**Total Years of Experience : 14 years**

**Managerial Experience : 8 Years.**

**Experience’s Organization : RMG**

**Work in :Noman Group, Viyelleatex Group, Palmal Group & Youngone.**

**Workforce Handle : HR Team (Officer’s & Staff’s 110) and workers 9500**

**Human Resources Management**: I Specialist in General HR & Factory HR Operation. At early stage of my career begins with **Inside EPZ Youngone** **(MNC’s)**, Palmal Group & Viyellatex. where I gather vast knowledge in **Factory HR operation** which include Recruitment, Salary & Wages Fixation, Compliance, disciplinary action e.tc, **in General HR** Recruitment & Placement, Induction & Orientation, **KPI**, Payroll software modification, Yearly Increment HR Manual (Bll-2006, Labor Rules-2016), Training module, Inventory Policy development, worker’s Handbook, Medical center reform etc.

**General Administration-** To maintain vehicle management, Logistics store office procurement.

**Safety & Security**- to maintained & develop Health & safety (Hepatitis B, Eye Campaign), and CT-PAT & security management, CCTV & Theft Management follow-up.

**Financial Management**- Office Fund Management, Salary Accounts, Budgets & Petty Cash preparation.

**Internal Control & Audit**- Cost control Inventory & Waste Management systems, Communicate & assist all First & Third parties Social Compliance, Security & follow up audit as well responsible ISO9001, ISO 1400, BSCI, SEDEX, WRAP& Accord for respective Unit Compliance Development Program in the factory

**Software & Computer Proficiency**: Advance Excel, SAP, IFS HRIS, PIMS, etc.

**Professional History**

1. **Position: AGM- Admin., HR & Compliance**



**(Responsible for 9 factories, 01 wear house and Gulshan Office)**

**Organization-** Noman Group of industries

**Location**- Mauna Sreepur, Gazipur

**Duration: May 04, 2013– to running**

I have started This Group from Zaber & Zubair Fabrics Ltd, Noman Terry & Running Nice Denim Mills) In Noman Group have 47 different units I am heading the department & responsible for 9 below units.

1. **Nice Denim Mills Ltd**

**2. Nice Fabric Processing Ltd.**

**3. Ismail Spinning Mills Ltd.**

**4. Ismail Rotor Mills Ltd.**

**5. Sufia Cotton Mills Ltd**

**6. Sufia Weaving Mills Ltd.**

**7. Yasmin Textile Mills Ltd.**

**8. Noman Home Textile Mills Ltd.**

**9. Saad Fabric Process Ltd.**

The total manpower is about 9,000 both Management & Worker. To establish effective HR system and strong Administration in the organization. In the meantime, developed some formats like HRMS Form, Manpower requisition form, Performance Appraisal Form and also developed leave policy. Preparing Job Description & Organogram. Preparing training need assessment and accordingly contact with the training institute to organize training. Looking after the labor Law related issues of all the factories. Taken care of disciplinary actions, handling grievance procedures. .

**Main Responsibility:**

* **HR planning & sourcing**
* **Compensation & Benefit Package**
* **Compliance & Social Responsibility**
* **Production and Delivery Follow up**

**2. Position: Sr. Executive (BUHR-VTL)**



**Organization-** Viyellatex Group

**Location**- Sataish Gazipura Gazipur, Dhaka

**Duration: January 01, 2012 – April 30, 2013**

**Major Responsibility:**

* **Follow-up Leave Management with query**
* Full responsible for NMS recruitment and implement with written test before
* Placement **(Successfully achieve this)**
* Monitoring Worker’s activities who’s are **low efficiency** and trained them for their lacking of improvement.
* Maintained the external Relation ship



* Follow up Compliance issue.

**3. Position: Sr. Executive- Admin & HR (FHRO)**

**Organization-** **Palmal Group of Industries**

Location- Crystal Point House-21, Gulshan-1, Dhaka

**Duration: May 02, 2010 - December 31, 2011**

**Major Responsibility & Achievement:**

* Coordinate with Recruitment & Selection procedures (Achieve the best CV screener on this Group)
* Team Member Crisis Management Cell **(Palmal have 47 factories, if any factories face problem crisis Management team will there and solved that problem) and achieve gift form Management.**
* Monitoring Performance Appraisal for Newly Joined Employees
* Keep the Close Monitor and received grievances of the factory staffs.



**4. Position: Sr. Team leader-HRD**

**Young one Group (Young one Sports Shoes Industries Limited)**

**Location**- Plot # 2/A, Sector# 1-2 (Unit-5) Chittagong Export Processing Zone.

**Duration: June 01, 2006 - April 30, 2010**

**I started here as a team member then promoted as a Team leader-HRD**

**Remuneration & Fringes Benefit:**

* **Salary- 164500.00 BDT Transportation- Full Time Car facilities**
* Mobile-Allowance **2500.00 BDT**
* **Lunch Subsidized**.

**Education:**

* **LCMC IBA 2015 IBA, DU**
* **MBA (Major in HRM) 2008, CGPA-3.528 Asian University of Bangladesh**
* **BBA (Major in Marketing) 2006, CGPA-3.625 Asian University of Bangladesh**
* **HSC 2000, Division 2nd Rajshahi Education Board**
* **SSC 1998, Division 1st Rajshahi Education Board**

**Training**

**1. Lean Six Sigma Operational Excellences PQLS 2018**

**1. ISO 14001: 2004 Bureau Veritas 2011 (2 Days in December-Dhaka)**

**2. ISO 9001:2008 Mask Corporation 2011 (5 Days In May- Dhaka)**

**3. Master Trainer Social Compliance and Environmental Standards & Training Technique GIZ 2012 (3 Days in October-CTG)**

**Personnel information :**

Father Name- S M Nazmul Haque,

Mothers Name – Shahra Haque

Permanent Address- House-251, Rajpara, Rajshahi

Home District- Rajshahi

Date of Birth-12th December 1981

Married, Spouse- House wife

**Address:**

**Present Address Permanent Address**

Tongi Collegae Gate, Datta Para, Tongi Mohisbathan Kritash More

Mobile: **01712204694** Rajshahi Court, Rajpara

Email- **shahinurhr@gmail.com** Rajshahi

**Reference:**

**Md. Atiqul Islam**

Team Leader Case Handler

Remediation Co-ordination Cell (RCC),

Kawran Bazar Road, Dhaka

Cell- 01674773542

Relationship: Childhood & Academic

**Declaration**

I hereby guarantee that all information in this document is true. Thank you for going through my resume**.**



**Shaikh. Md. Shahinur Alam**