

# Kazi Sazzad Hossain

Address: B/131, Road-2, Ward-4, Ati, Siddhirganj, Narayanganj

Mobile No. : **01677154868**

Mail: [hr.sazzad2020@gmail.com](mailto:hr.sazzad2020@gmail.com)



## **Career Objective:**

To secure a position with a well-established, progressive and dynamic organization, in which my knowledge, talent & capabilities can be efficiently utilized for the attainment of my career and also will lead to a lasting relationship in the field of HR, Admin & Compliance.

## **Special Qualification:**

- Human Resource Development for Garments Industries (3 Months Course)
- Basic Knowledge of Amfori BSCI, Sedex, C-TPAT, ISO, NFPA, UL, Labour Law-2006, Accord & Alliance Audit.
- Committed to provide a total quality work.

## **Audit Faced:**

- |               |                   |            |
|---------------|-------------------|------------|
| ▪ Amfori BSCI | ▪ GRS             | ▪ Inditex  |
| ▪ OEKO-TEX    | ▪ Accord-Alliance | ▪ 5s Audit |

## **Employment History:**

To Year of Experience : 2 years

### **1. Executive – HR & Compliance (December 3, 2019 – Continuing)**

#### **Tex Zippers (BD) Ltd.**

Company Location : Plot – 264 & 180, , Adamjee Nagar, Adamjee Export Processing Zone (AEPZ)

Department : HR, Admin & Compliance

Website: [www.texfasteners.com](http://www.texfasteners.com)

#### **Duties/Responsibilities :**

- Talent Acquisition, Employee Engagement & Design Internship Program
- Training & Development for workers & Staffs with fulfillment targeted monthly 300 man hours training schedule & counsel to workers on various matters.
- Planning and coordinating all human resources initiatives Payroll, PF, Offer, Appointment, Promotion, Increment, Termination, compensation, benefits, leave management and employee relations.
- Org. Development, Welfare activities & Culture development
- Ensure the factories compliance with social ethics, environment, health & safety requirements etc.
- Conduct fire drill for two manufacturing units and firefighting training, prepare monthly accident report.
- Responsible to implement different buyers CoC & overseeing various compliance issues.
- Monitor compliance certification BSCI, ISO, GRS, Accord & Alliance etc. & handle their audit requirements
- Adopt, maintain and implement environmental, chemical standard as ZDHC, Higg Index for sustainability.
- Review & update all legal documents/certificate/license time to time with the specific authorities.
- Update to management all compliance reports in regular interval etc.

### **2. Executive – HR, Admin & Accounts (January 1, 2019 – December 1, 2019)**

#### **Elegant Gypsum & Building Materials Ltd.**

Company Location : Plot – 14/D, Road # 2, Block # L, Banani, Dhaka-1213

Department : HR & Administration

Website: [www.elegantgypsum.com](http://www.elegantgypsum.com)

**Duties/Responsibilities :**

- To make employee personal file, service book, resign list with proper documentation.
- To ensure healthy working environment for all employee.
- To prepare daily attendance report, leave application, absent and joining, ID card, Hand Book.
- To Handling staff all recruiting procedures and HR policies development & time management.
- To prepare monthly salary & bonus sheet, conveyance, over time sheet in excel sheet.
- To set company budgets and forecasts alongside the finance personnel.
- To Maintain cash book, ledger, cost sheet as well as contractor payment, loader payment
- To face Accord, Alliance fire separation audit & CAP and fill up their requirements.

**3. HR Officer (October 6, 2018 – December 31, 2018)**

**Saito Nansi Bangladesh Ltd.**

Company Location : Plot # 174-175, Adamjee Nagor, Adamjee Export Processing Zone (AEPZ)

Department : HR & Admin

Website: [www.saitonenshi.jp](http://www.saitonenshi.jp)

**Duties/Responsibilities :**

- Monitoring timely shipment and transporation procedures.
- Facing EMS Zapaniese Buyers & Walmart Audit.
- Ensuring Workers health, safety and sanitory management.
- Maintaining attendance, leave management & maternity benefits procedures.
- Problem find out, corrective action, counseling, report writing and File upgrading & development.
- Handling disciplinary & grievance issues and checking production schedules.

**Educational Qualification**

Exam title	Major	Institute	Result	Pas. Year	Duration
MBA	Finance	Habibullah Bahar University college	Appearing	Appearing	2 years
BBA	Finance	Habibullah Bahar University college	C.G.P.A- 3.45	2017	4 years
HSC	Business Studies	Notre Dame College, Dhaka	G.P.A- 5.00	2012	2 years
SSC	Business Studies	Siddhirganj Raboti Mohan Pilot high School	G.P.A- 5.00	2010	10 years

**Training Summary:**

Training Title	Institute	Location	Year	Duration
ISO 45001:2018 - Occupational Health & Safety Management	Global Compliance Initiative	Narayanganj	2019	2 days
Human Resource Development for Garments Industries	HR, Admin & Compliance Society (HACS)	Narayanganj	2019	3 Months
Social Compliance	Small & Knit Industrial Training Institute (SKITI), BSCIC	Uttara	2019	5 days

International and Strategic Human Resource Management	Alison, India	Online	2019	Day long
Ansar-VDP Basic Weapon Training-Armed	Bangladesh Ansar-VDP	Gazipur	2018	21 days
Fire Fighter & Rescuer	Bangladesh Fire Service & Civil Defense	AEPZ	2020	2 days
ISO 4001 :2015 – Environmental Management System (EMS)	Alison, India	Online	2020	Day long

## **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium
Hindi	Medium	Low	High

## **Computer Skills:**

- Office Automation (MS Word, MS Excel, MS Outlook, Power Point Presentation)
- Graphics (Adobe Photoshop, Adobe Premier Pro)

## **Professional Strength:**

- Labour Laws 2006, Labour Rules 2015
- HR, Payroll, Recruiting, Administrative work & ability to handle all worker affairs, Social Compliance-buyer's coc etc.

## **Biography:**

Name : Kazi Sazzad Hossain  
 Father's Name : Kazi. Abul Hossain  
 Mother's Name : Salina Akter  
 Date of Birth : 21 November, 1994  
 Gender : Male  
 Marital Status : Married  
 Religion : Islam (Sunni)  
 National Id No. : 2387372465

Permanent & present Address : B/131, Road# 2, Ward# 4, Ati, Siddhirganj, Narayanganj-1430

## **Reference:**

**Md. Khairul Alom**  
 Thana Incharge (TI)  
**Bangladesh Ansar**  
 District Office, Shibu Market Road  
 Narayanganj Sadar, Narayanganj-1420  
 Mobile: 01632136275

**Sumon Kante Singha**  
 HR, General Manager (GM)  
**Fakir Apparels Ltd.**  
 PLOT# 127-131 BSCIC I/A,  
 Fatullah, Narayanganj  
 Mobile : 01612282535

**Md. Mahbubul Hasan Rokon**  
 Manager ( HR, Admin & Compliance)  
**Minar Group**  
 PLOT# 70-72 BSCIC I/A,  
 Fatullah, Narayanganj  
 Mobile: 01711789370

Sign

