

## RAJU SAHA

Address: F # 8-B (8th Floor), Akter Square-1, 96-B.B road, Ukil Para, Narayanganj Sadar, Narayanganj  
Mobile No 1: 01712323386  
Mobile No 2 :01313707570  
Mobile No 3 : 01818989715  
e-mail : rsrajusaha@gmail.com



### **Career Objective:**

To obtain a position as a Manager of Human Resources that will utilize my experience, knowledge and skills to fulfill the needs, goals, vision and mission of the company.

### **Employment History:**

**Total Year of Experience : 9.2 Year(s)**

#### **1. Deputy Manager ( June 25, 2012 - Continuing)**

##### **Ananta Group**

Company Location : Corporate Office, Ananta Apparels Ltd. Plot# 246-249, AEPZ, Siddhirganj, Narayanganj.

Department: HR & Compliance

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

- o Conduct interview as per budget.
- o Prepare monthly inclusion list.
- o Prepare monthly salary sheet under automated payroll system.
- o Checked & verify monthly salary reconciliation and submitted to concern department.
- o Checked & Verify full & final settlement bill for all types of separated employees (resigned/ terminated/ dismissed) .
- o Prepare and update leave status, yearly increment, salary adjustment and individual salary statement.
- o Carry out the monthly and annual performance appraisal process in an efficient manner.
- o Prepare quarterly Key performance Indicator (KPI) for HR & Compliance and make a presentation.
- o Co-ordinate with BEPZA for monthly HRIS report.
- o Maintain Group Organisation Chart by VISIO.
- o Developing, implementing and reviewing of company policies, rules and regulations in compliance with all applicable employment laws, statutes and regulations.
- o To perform effective execution of HR functions in the organization as per labor law of the land and also followed by BEPZA instruction.
- o Follow up floor visual check list & prepare audit documents as CAP.
- o Ensure environmental health & safety by floor observation & report making.
- o Implement requirements of Labour Laws and buyers` COC requirements in the workplace.

#### **2. Executive ( March 13, 2011 - June 20, 2012)**

##### **Northern Tosrifa Group**

Company Location : Head Office. Station Road, tongi

Department: HR & Compliance

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

- o Update worker personal file with up gradation letter/transfer/promotion letter etc.
- o Day to day follow up floor visual check list & prepare audit documents.
- o Arrange training & awareness for workers corresponding with Group policies.
- o Ensure congenial IR (industrial relations) environment in the organization and provide appropriate advice while dealing with workers.
- o Update newly joined employee information.

- o Update employee separation information.
- o Update all employee details in HRIS (Manually).
- o Ensure proper licensing of fire safety and other related license.
- o Ensure environmental health & safety for Floor Observation & report making.
- o Implement requirements of Labour Laws and buyers` COC requirements in the workplace.
- o Assist Welfare team for smooth continuation of their regular activities.
- o Maintain relations and discipline in the factory for all staffs and workers.
- o Assist in Develop & monitor HR policies & strategies.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	Asian University of Bangladesh	CGPA:3.39 out of 4	2012	1 Year
BBA	Human Resource Management	Asian University of Bangladesh	CGPA:3.83 out of 4	2010	4 years
HSC	Business study	Chaunuhani Govt. S. A. College	CGPA:2.4 out of 5	2006	2 years
SSC	Science	Chaumuhani Madon Mohon High school	CGPA:3.13 out of 5	2004	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Professional Course in Computer Hardware & Software Engineering	MS Office, Internet, Troubleshooting	WILS INTECH	Bangladesh	Noakhali branch	2005	6 Month

**Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 55000
Expected Salary	: Tk. 75000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Garments/Textile, HR/Org. Development
Preferred District	: Dhaka, Munshiganj, Narayanganj
Preferred Country	: American Samoa, Australia, Canada, France, India
Preferred Organization Types	: Banks, Garments, Buying House, Manpower Recruitment, Group of Companies

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Job Analysis &amp; Manpower Planning</li> <li>• Compensation &amp; Benefits</li> <li>• Performance appraisal</li> <li>• HRIS/ HR Database Management</li> <li>• Payroll</li> <li>• Oracle</li> <li>• Kormee</li> <li>• MS Visio</li> <li>• MS Word/ Excel/ PowerPoint/ OneNote</li> <li>• Tax (VAT/ Customs Duty/ Income Tax)</li> </ul>

**Extra Curricular Activities:**

Besides i have to play Drums, Lead gutter and bass gutter also. In my vacation or holiday riding bike with the various biker group .

**Language Proficiency:**

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

**Personal Details :**

Father's Name : Late. Ranajit Saha  
Mother's Name : Ratna Saha  
Date of Birth : December 16, 1988  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 19882699501902735  
Religion : Hinduism  
Passport No : BX0333902  
Passport Issue Date : 10/7/2018  
Permanent Address : College road, Choumohani, Begumganj, Noakhali 3821  
Current Location : Narayanganj

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mrs. Rahima Begum	Md. Nazrul Islam
Organization	: Ananta Group	Hup Lun Bd
Designation	: AGM	Manager
Address	: AEPZ, Siddhirgonj, Narayanganj	DEPZ, Savar
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01717078357	01848-060944
E-Mail	: rahima@ananta-bd.com	
Relation	: Professional	Professional