

SHAHIN ALAM

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Career Objective:

To develop my carrier in RMG sector through my sound knowledge & background in the field of admin, HR dept. with my experience, leadership, problem solving abilities and communication skill.

Career Summary:

Job Experience:

01. **Assistant Manager** – Admin & HR-Ayesha Clothing Company Ltd-2, palmal Group of industries.
02. **Sr. Executive** – Admin & HR-Ayesha Clothing Company Ltd-2, palmal Group of industries.
03. **HR Executive** -HRM-Pretty Sweaters Ltd, Pretty Group.
04. **HR Jr. Officer**- Pretty Sweaters Ltd, Pretty Group.
05. **HR assistant**- D&S Pretty fashion Ltd, pretty Group.

Special Qualification:

- * Recruiting employees- this includes developing job description, checking application forms, short listing candidates, call for Interview and ensure right numbers of talents are recruited at the right time for the right place.
- * Payroll Processing abilities (**Excel & Software**).
- * Policy drafting Knowledge.

Employment History:

Total Year of Experience : 7.00 Year(s)

1. Assistant Manager -Admin & HR (September 01, 2018 - Continuing)

Ayesha Clothing Company Ltd-2 (Palmal Group of industries)

Company Location: Bongobond road, burulia, asulia, savar, dhaka. (www.palmalgarments.com)

Department: Admin & HR

Duties/Responsibilities:

- Maintains organization staff by establishing a recruiting, testing, and interviewing program.
- To ensure that No force Employment occurred in the factories.
- To ensure that employment of No Child/ Young looking workers are made.
- Maintains Workers Recruitment & Selection process as per set Recruitment & Selection Policy & procedure in coordination with HRM Officer & Doctor.
- To ensure Non- discrimination in course of employment, paying wages/ salary/ benefits/ facilities.
- To ensure that all health & Safety issues as per In-house check list are properly and timely maintained as in compliant.
- To ensure that workers are entitled their stipulated annual earn leave, sick leave and women are allowed their maternity leave and also ensure that no dismissal of pregnant woman.
- Working with accounting and management team to set budes, monitor spending and processing payroll and other expenses.
- Managing Leave, Absence, disciplinary issues, grievances, turnover, promotions, transfers, performance reviews, and terminations etc.
- Prepare the Job description, Job evaluation & Performance appraisal, manpower planning, efficiency with feedback of employees.
- Follow up that all corrective action has been taken/follow up regularly as per CAP submitted/given and assist in generate last updated "**Bangladesh labor law 2006, Gezette-2018**" and also updated all kind's HR policies.

2. HR Executive (July 01, 2016 - November 30, 2018)

Pretty Sweaters Ltd. (A sister concern of Pretty Group)

Company Location : 222 Gacha, Chaydana, National University, Gazipur. (Website: www.prettygroupbd.com)

Department: HRM

Duties/Responsibilities:

- Overlook nearing 2500 (out of 5000) employees manpower planning recruitment & selection, ensuring proper job description, job specification with 4-people HR team.
- Handle issues of disciplinary action and grievance as per company policy and Bangladesh Labor Law 2006 and submit report to the management.
- Maintain smooth employee relations at all levels and take necessary steps as per employees complaints as well as investigate the complexity if arises.
- Handle Employee Retention, Separation, Exit Interview, Clearance and Final Settlement as required.
- Provide support of the company payroll systems encompassing areas such as salary and wage payments, deductions, time-reporting, maternity benefit, workers compensation and related areas.
- Conduct training & development activities (Based on TNA) for the employee in consultation with head of business unit.
- Arrange different counseling for worker and staff, monitor site discipline & conduct regular training, orientation, awareness programs.
- Ensure to keep `JIBIKA-HRM` database updated through HR software for monitoring information management, reports and decisions.
- Ensure proper employee attendance & leave management system according to the company policy.
Perform other related duties as required.

3. HR. Jr. Officer (July 01, 2014 – Jun 30, 2016)

D&S Pretty FashionLtd. (A sister concern of Pretty Group)

Company Location : South Salna, Gazipur(Website: www.prettygroupbd.com)

Department: HRM

Duties/Responsibilities:

- Overlook nearing 950 (out of 3000) employees recruitment & selection, ensuring proper job description, job specification with 3-people HR team.
- Responsible to HR & Admin related activities like as implement HR Practice.
- Maintain compliance related issues according to labor law 2006, buyer and auditor.
- Maintain different policy like recruitment, overtime, grievance, wage destruction, health & safety policy.
- Coordinate & organize training & development.
- Prepare personal file, unit wise manpower report, leave, absent, migration report etc.
- Prepare Attendance Register, Lunch Absent Record, Gate Pass Entry, ID Card Entry, Worker Recruitment Record, Incident Register, Workers Separation Survey, Verbal Grievance Record, Show Cause letter, investigation report etc.
- Prepare Monthly time Card Summary.

Professional Certification:

Certification Title	Institute Name	Location	Start Date	End Date	Duration
PGD-HRM	United International University	United City, Madani Ave, Dhaka 1212, Bangladesh	Sep 2019	Running	6 (six) Month

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Social Science (MSS)	Political Science	Govt. M.M College, Jessore	CGPA:3.19 out of 4	2014	1 Years
Bachelor of Social Science (BSS)	Political Science	Govt. M.M College, Jessore	CGPA:3.16 out of 4	2013	4 Years
HSC	Humanities	Bir Shersto Shohid Hamidur Rahman Degree College	CGPA:3.8 out of 5	2009	2 Years
Dakhil (Madrasah)	Humanities	Krisnopur Dakhil Madrasha	CGPA:4.92 out of 5	2007	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Covid-19	Taskforce's skill development training.	T & OD Department of Galpal Group	Bangladesh	Ayesha Clothing Co. Ltd	2020	3 Days
Bangladesh Labor Law, 2006	Punishment, Benefits, Welfare, Working Hour, Payment of Wages, Miscellaneous.	Industrial Relations Institute, Gazipur (IRI)	Bangladesh	Pretty Sweaters Ltd.	2018	5 Days
BGMEA Software	Employee Data Bank	SYSTECH DIGITAL LTD.	Bangladesh	Pretty Sweaters Ltd.	2017	2 Days
5`s & Office Kaizen	How to organize in working place.	Pretty Sweaters Ltd.	Bangladesh	Pretty Sweaters Ltd.	2016	2 Days
Jibika Software Installation	Software Installation, running & user friendly.	Pretty Sweaters Ltd.	Bangladesh	Pretty Sweaters Ltd.	2016	5 Days
Computer Course	MS Word, MS Excel, Power Point, , Photoshop	SANGUINE (BD) PVT. LTD.	Bangladesh	Jessore	2013	6 Month

Career and Application Information:

Looking For	: Mid-Level Job
Available For	: Full Time
Present Salary	: Tk. 30,000
Expected Salary	: Tk. 40,000
Preferred Job Category	: HR/Org. Development

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Computer SkillLabor LawRecruitmentTraining & DevelopmentData Entry Operator (Both English & Bengali)Jibika HR & Payroll SoftwareSalary	<p>Fundamental : Computer Fundamental, E-mail, Internet browsing</p> <p>MS Office Package : MS-Word, MS- Excel, MS- Access, MS- Power Point.</p> <p>Typing Ability: English typing speed over 30 WPM and also complimentary speed in Bangle typing.</p> <p>Knows about all HR & Administrative works using jibika HR & Payroll Software. Maintain attendance, Shift Planning and making salary sheet using jibika.</p>

Extra-Curricular Activities:

Compliance Audit (Social, Ethical, Technical, GU, C-TPAT, BSCI, H&M, ISO, Wal-Mart, C&A, Tesco, s-Oliver, Cotton ON, Bureau VERITAS,).

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High

Personal Details :

Father's Name : Md. Shakhaoat Hossain
Mother's Name : Razia
Date of Birth : October 20, 1992
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 19924417123000319
Religion : Islam
Permanent Address : Village:- Dannoharia, Post Office:- Hat Jadob pur, P.S:-Mohespur, District :- Jhenaidah
Current Location : Gazipur Sadar

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Lt. co. Mostain zohir	Md. Mohsin Maruf
Organization	: Pretty Sweaters Ltd	Pretty Sweaters Ltd
Designation	: General Manager (HR, Admin Compliance)	Manager ((HRM)
Mobile	: 00711357796	01923880153
E-Mail	: Mostain@psl-prettygroup.com	md.mohsin8801@yahoo.com
Relation	: Professional	Professional