

## TAZUL ISLAM FAISAL



**Sr. Executive (HR, Admin & Compliance)**  
**PGDHRM, MBA (Accounting)**

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### Personal Information:

Permanent Address:  
Gopalpur Chowdhury Bari,  
Gopalpur, BijBag, Senbag,  
Noakhali.  
Date of birth: January 10, 1992  
Nationality: Bangladeshi

### Educational Qualification

**Master of Business Administration (MBA)**  
Institute: National University  
(Govt. Commerce College)  
Pass Year: 2015  
Concentration/Major:  
Accounting  
Result: 1<sup>st</sup> Division

**Bachelor of Business Administration (BBA)**  
Institute: National University  
(Noakhali Govt. College)  
Pass Year: 2014  
Major: Accounting  
Result: 1<sup>st</sup> Division

### Personal Statement

An effective and confident communicator who is also a self-starter with the dedication and motivation required to succeed in a busy HR department. Possessing an in-depth knowledge of HR processes and procedures and a proven track record of providing support to HR advisors and senior managers. Easy going by nature and able to get along with both work colleagues and senior managers when providing comprehensive administrative support to day-to-day operations of human resources department.

### Career Objective

Secure a responsible position in the HR and Admin department, sharing my 6+ years of experience in end-to-end recruitment and sourcing, performance management, factory compliance & administration as per legal aspects and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the company.

### Key Skills

- + HR Department Start-up
- + Employment Law (Bangladesh Labour Act 2006 & BEPZA)
- + Factory/Garment Compliance Audit
- + Office Administration & Management
- + HR Policies & Procedures
- + Staff Recruitment & Retention
- + Employee Relations
- + Alternative Dispute Resolution
- + Benefits Administration
- + Orientation & On boarding
- + HRIS Technologies
- + Training & Development
- + Performance Management
- + Organizational Development
- + Ability to effectively engage with colleagues and external stakeholders.
- + Excellent interpersonal communication skill
- + Energetic and Hard worker
- + Quick learner of new views and ideas
- + Perseverance for duties and responsibilities
- + Amiable, Honest
- + Can work under extreme pressure
- + Communication and interpersonal skill
- + Competent in the use of Microsoft systems including MS Word, Excel, PowerPoint, Access to a high level.

### Achievements

- Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation at MZM (CEPZ) Ltd office.
- Fostered a teamwork environment conducive to positive dialogue across the organization. Personal efforts were cited as the driving force behind office's employee-retention rate of 89% within an industry where high turnover is the norm.
- Cut benefits costs by 16% by negotiating favourable contracts and ensuring that company did not pay for benefits for which employees were ineligible.
- Wrote employee manual covering company policies, disciplinary procedures, code of conduct and benefits information as per Bangladesh Labour Act.
- Introduced company's first formal performance review program, creating a flexible and well-received tool that was later adopted company-wide.
- Revised job descriptions across all levels and 20+ categories. Interviewed employees to construct an accurate picture of the

## Professional Qualification

### Post Graduate Diploma in HRM (PGDHRM)

Institute: Bangladesh Institute of Management, (BIM)

Chattogram Campus.

Pass Year: Expected 2020

Result: Expected

## Trainings Summary

- 2020- Successfully completed 3 months training on **(SEIP)- Social Compliance & Fire Safety Management** at BGMEA (Bangladesh Garment Manufacturers and Exporters Association).
- 2020- A Day long training on **Environmental Awareness** from Green Tech Environmental Company.
- 2020- A Day long training on Workshop On **Writing a CV Cover Letter** at Green society Bangladesh
- 2020- A Day long training on **Effective Public Speaking** at Green Society Bangladesh
- 2018- 2 Days long training on **"Fire Safety"** at Bangladesh Fire Service & Civil Defence.
- 2016- A Day long training on **"Basic Fire Safety and Responsibility-Train the Trainer (TtT)"** at Alliance for Bangladesh Worker Safety.
- 2012-3 months training on **"Computer Application"** at Amissapara Post Office & Computer Training Center

## Language Skills

- English (Fluent in speaking, writing, reading and listening)
- Bengali (Mother Tongue).

## Interests

Travelling, Reading, Teaching, Photography, Gardening.

duties and skills required for each position.

- Trained 25-member management team on interviewing techniques and best practices, conducting workshops and coaching sessions that contributed to sound hiring decisions.
- Saved company's lacks of BDT every month by reducing reliance on employment agencies at Shah Amanat accessories ltd.



## Work Experiences (6+ Years)

### Sr. Executive (HR, Admin & Compliance)

**MZM (CEPZ) LTD. ~ Oct 07, 2015 to July 23, 2020 (COVID VICTIM)**

[www.mzmbd.com](http://www.mzmbd.com)

#### Major Responsibilities:

- General HR Operations (Recruitment & Selection, Performance Appraisal, Disciplinary Actions etc.)
- Organizational Development
- Industrial & Employee Relations
- Organogram & Manpower Planning
- Policy Development
- Training & Development
- Monitored compliance certification: WCA, C-TPAT, BSCI, WRAP, ACCORD & Alliance etc. and handled their different audits with requirements.
- Coordinated efforts related to audits, reviews, and examinations.
- To find out the non-compliance issues by the daily monitoring & internal audit in the factory.
- Conducted internal audit in per legal aspects of Bangladesh Labour Act, Factory Rules, Buyers COC & other national & international legal instruments.
- Conducted in house training for all employees on Fire Safety, Grievance etc. as advised by factory management.
- Event Management: Best Employee, Birthday and Farewell Program etc.

### HR Executive

**Shah Amanat accessories ltd. ~ June 14, 2014 - September 30, 2015**

[www.mzmbd.com](http://www.mzmbd.com) (Sister Concern – MZM (CEPZ) LTD)

#### Major Responsibilities:

- Recruitment & Selection
- General HR Operations
- Employee Relations
- Compensation & Benefit



## References

### 1. Md. Kazi Masud Ahmad

Asst. General Manager

(Operation),

MZM (CEPZ) LTD.

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### 2. Akram Khan

Manager HR

Regency Garments limited.

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