

**RESUME
OF
Yousuf Khan**

Janata Housing, Shekhertek 12,
Mohammadpur, Dhaka.
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Career Objective

- To ascend to a respectable position in a progressive concern that would provide opportunities to improve my competence.
- To venture challenge in my career and to ameliorate to enforce myself in the field of Business.

Employment History-01

Company Name : **Hi-Tech Performance Apparels Ltd.**
Position : Executive (HR & Admin)
(January 01, 2019 to Present)
Company Location : 26/2/3, 2nd Colony, Mazar Road, Mirpur-01, Dhaka-1216.

Duties/Responsibilities:

- Follow-up Attendance, Salary Administration, Leave & Compensation Management.
- Develop, upgrade and implement HR policies, SOP's guidelines up to a reasonably acceptable standard for establishing smooth HR operation within the company.
- Follow up expenditures like salary & wages, overtime & allowance, final settlement etc.
- Improve workers and management relationship, communication with workers & staffs and safeguard the facility against labor unrest & conflict.
- Ensure security of plant, properties, premises & personnel.
- Ensure administrative policy & procedure for smooth running in the factory.
- Liaisons with external partners, like Government officials, vendors, local & overseas guest.
- Update all license & certificates.
- Assist payroll department by providing relevant employee information.
- Follow up EHS & hygienic issues.
- Follow up Performance Management System for all workers, staffs and management personnel in the factory.
- Follow up Disciplinary action & conduct departmental enquiry & grievance.
- Maintain liaison with all government and non-governments partners to build an effective HR practice.
- Advertise and source resumes..
- Maintain database of all recruitment.
- Prepare Training Manual & conduct training.
- Preparing monthly salary sheet.
- Coordinate Internship program of trainee student's.
- Responsible for BGMEA Biometric Database.
- Maintain companies much kind of certificate by deadline and actively working for renewal for all kind of license and certificates like BGMEA membership certificate, IRC, ERC, Fire License, Boiler Certificate, Trade License etc.
- Maintain various types of register (Maternity register, Grievance handling register, Orientation training register, Security register, Injury analysis etc.)
- And obviously any other relevant tasks done by me which are supervised by my seniors if needed.

Employment History-02

Company Name : **Mosharaf Composite Textile Mills Ltd.**
Position : Officer (HR & Admin)
(January 10, 2017 to December 15, 2018)
Company Location : Baniarchala, Bhavanipur, Gazipur.

Duties/Responsibilities :

- CV collection, conduct interviews and selection process & maintain and follow-up
- Management trainee people as per procedure.
- Staffing, job analysis, guidance and placement of employee & new employee orientation, socialization and building-up.
- Maintain all officer's personnel file and leave register.
- Conduct all sort of internal meeting.
- Coordinate night time supervision roster duty and circulate those reports to key concern person.
- To ensure that workers entitled their stipulated annual earn leave, sick leave and woman are allowed their maternity leave.
- Preparing monthly Manual Salary Sheet & disbursing monthly salary of all Officers and Staffs
- Conduct worker's Performance Evaluation and prepare evaluation increment sheet.
- Checking monthly manual salary sheet, O/T sheet, bonus sheet, holiday allowance sheet etc.
- Prepare employees and workers monthly recruitment and separation sheet with full database.
- In charge for House Keeping of Production Floor, Canteen, Office, workers mess and quarters, workers shed, kitchen/cook house etc.
- Handle employees/worker's grievance.
- Manage Performance appraisal.
- To draft & dispatch the various Official Letter/Office Order/ Office Circular/ Memo /Notice/ E-mail.
- Maintain welfare related issues for all male workers.
- Analyze the effectiveness of orientation program.
- Daily Observation specific unit and reports to Manager (HR & Admin).
- Ensure floor cleanness and check fire supplements properly.

Employment History-03

Company Name : **Servic Engine BPO**
Position : Analyst (Risk & Compliance)
(February 01, 2016 to December 15, 2016)
Company Location : Abbas Garden Road, DOHS, Mohakhali, Dhaka.

Employment History-04

Company Name : **Grameenphone**
Position : Data Entry Operator
(January 01, 2015 to January 14, 2016)
Company Location : Razlaxmi, Uttara, Dhaka.

Field of Specialization:

Recruitment & Selection, Performance Appraisal, Compensation & Benefits, Labor Issues, Job Analysis & Manpower Planning, Labor Management, Labor Law, Buyers Compliance (BSCI).

Career and Application Information:

Looking For : Mid-Level Job
Available For : Full Time
Preferred Job Category : HR/Org. Development, General Management/Admin
Preferred District : Anywhere in Bangladesh.

Academic Qualification

Degree Name : Masters of Business Administration. (MBA)
Major : HRM
C.G.P.A : On Going
University : Asian University of Bangladesh.

Degree Name : Bachelor of Business Administration. (BBA)
Major : HRM
C.G.P.A : 3.33 (On a Scale of 4)
Passing Year : 2017
University : Shanto-Mariam University of Creative Technology.

Degree Name : Higher Secondary Certificate. (HSC)
Group : Business Studies
G.P.A : 4.40 (On a Scale of 5)
Passing Year : 2011
College : Safiuddin Sarkar Academy & College
Board : Dhaka

Degree Name : Secondary School Certificate. (SSC)
Group : Business Studies
G.P.A : 4.75 (On a Scale of 5)
Passing Year : 2009
School : Kaderia Textile Mills Adarsha High School
Board : Dhaka

Personal Details

Father's Name : Md. Nasir Uddin
Mother's Name : Parveen Akter
Marital Status : Married
Sex : Male
Blood Group : B+ (ve)
Date of Birth : 28th March, 1994
Religion : Islam (Sunni)
Nationality : Bangladeshi
National ID No : 7782483999

Permanent Address

Village: Auchpara P/O :Nishatnagar
P/S :Tongi District :Gazipur.

Computer Proficiency

- Have reasonable knowledge in Microsoft Word, Excel, Power Point, E-mailing and Internet Browsing.

Language Proficiency

- **English:** Proficient in speaking, reading and writing.
- **Bengali:** Mother Tongue.

Interest

Traveling, Watching Movies, Enjoying Music and Sports

Strength

- Hard working
- Self-motivated, Enthusiastic and Punctual
- Sense of good Organizational Behavior

Training Summary:

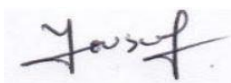
Training Title	Institute	Country	Year	Duration
Industrial Management & Compliance	Small and Cottage Industries Training Institute(SCITI)	Bangladesh	2019	05 Days
Fire Fighting, Fire Prevention, Rescue and First Aid	Bangladesh Fire Service and Civil Defence Directorate	Bangladesh	2017	02 Days

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Joyanta Kumar Sarkar	Robiul Islam
Organization	: Mosharaf Composite Textile Mills Ltd.	Hi-Tech Performance Apparels Ltd.
Designation	: AGM (HR & Compliance)	Manager (Commercial-Accounts)
Address	: Memberbari, Bhabanipur, Gazipur.	Polashpur, Dania, Kadamtali, Dhaka-1236.
Mobile	: +8801844053611	+8801516-151709
E-Mail	: joyanta_ks@yahoo.com	rabiul839@gmail.com
Relation	: Professional	Professional

Proclamation:

I do hereby declare that the particulars provided here are true and no misinformation is given.



(Yousuf Khan)