

Swadip Das

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Career Summary

Working as a Sr. Executive with 05 years of experience in HR, Admin & Compliance in Shepherd Textile (BD) Ltd. Field of expertise in HR tasks, general administration, CAP Preparation, social & environment compliance, selling and event arrangement.

Profound understanding in **Compliance, HR & Admin** department with knowledge of Bangladesh Labor Law & Microsoft Office Program-Word, Excel, Power Point. I am fluent in Bangla & English and understanding Hindi.

Pursued strong Communication skills with leadership quality in nature by which can perform better, where a group of people work together to achieve a goal and can take proper Decision, Negotiation in any situation with maintaining a winning position along with effectively and efficiently.

Career Objective

To work as a **Sr. Executive, HR, Admin & Compliance** in any fast-growing local large or multinational organization in Bangladesh and developed rapidly with growing responsibilities.

Key Skills

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|---------------------------|----------------------------|---------------------------|
| • Recruitment & Selection | • Leadership & Negotiation | • Effective Communication |
| • General Administration | • Event Management | • Training & Development |
| • Decision Making | • Presentation Skill | • Conflict Management |
| • Multi-Tasking | • Adaptability | • Time Management |

Working Experience:

01. Sr. Executive: HR, Admin & Compliance

Report To: Director & Factory GM

Working Duration: (10th July 2016 - Continuing)

Company Name: Shepherd Textile (BD) Ltd.

Address: Bhaluka, Mymensingh.

Core Responsibilities:

- Executing HR task-recruitment, selection, placement, payroll, compensation & benefits and update all data.
- Managed and maintained legal compliance, prepared CAP and buyer audit issues to ensure the satisfaction of potential buyers as per compliance guide lines at factory level.
- Assist to conducted meeting, orientation, motivation, counseling, training, and monitoring and supervision compliance management and housekeeping issues.
- Developing general administration and monitoring to ensure fire safety, disciplinary procedure, handling grievance & maintained peaceful industrial relation.
- Improving healthy workplace by maintaining awareness training with efficient operation of security & safety environment.
- Creating and preparing all kinds of office order, registers, meeting agenda, reports, formats, files, statement, notice, note and communicating with the concern through mail or other medium.

Achievements:

- Promoted as a Sr. Executive (2018).
- Completed and implemented Environment Special Project (PURE giz-2019).
- Support the organization to achieve the OCS, OEKO-TEX and GRS certification.
- Reduce transportation expenses & utility Cost in a year (2-4) %.
- Successfully trained & educated almost 400 Worker & Employee.

02. Territory Manager
Report To: Area Manager

Working Duration: (July 07, 2015 - June 30, 2016)
Company Name: MK MAT INDUSTRY
Address: Maskanda, Mymensingh-2200

Core Responsibilities:

- Build the business within the territory using a variety of sales technique and achieved goals.
- Analyzed competitor activities in the region and assessing opportunities for business development.
- Developed relationship with clients by providing support, information and proper timely communication.
- Achieved sales target and motivate team, channel partners and manage field force with close monitoring.
- Plan and executed targeted POS (Point of Sales) visit route plan & provide regular reports on sales to area manager.

03. Officer: Human Resource (ABA Group)
Report To: HR Manager

Working Duration: (April 12, 2014 – June 02, 2015)
Company Name: Apparel Wet Processing Ltd.
Address: Bhaluka, Mymensingh.

Core Responsibilities:

- Ensured employee recruitment, selection, orientation, training & motivation, counseling at the factory level and Administrative work; Observed and maintained employee attendance and Leave management.
- Updated and preservation of all kind of register, personal files, Prepared training calendar, agenda, reports, and workshop at the factory level.

Educational Qualification:

- Masters of Business Administration (MBA-2015) in **Human Resource Management** (HRM), Jatiya Kabi Kazi Nazrul Islam University. (CGPA# 3.56/4.0)
- Masters of Arts (MA-2010) in **English Literature** from National University. (2nd Class)
- Bachelor of Arts (BA-Hons.-2009) in **English** from National University (2nd Class)

Achievements:

- Place 8th in MBA- HRM (JKKNIU).
- Organized more than 40 event arrangement.
- Captain in Cricket team of AM University & College (2010)

Training & Certification

- 01 day training on “Human Resource” conducted by Coursera
- 01 day training on “Presentation skill” conducted by Muktopath.
- 01 day training on “Personal Leadership” conducted by Muktopath
- 01 day training on “Effective Communication” conducted by Muktopath
- 01 day training on “Coronavirus Diseases (COVID-19)” conducted by Muktopath.
- 01 day training on “Essentials of Occupational Safety & Health” conducted by BGMEA
- 01 day training on “Basic Chemical Management” conducted by Lidl-PURE Project (giz)
- 02 days training on “Waste Water & Advance Chemical Management” conducted by idl-PURE Project.
- 02 days training on “Chemical, Wastage and ETP waste Management” conducted by Systain Academy.
- 06 months training on “Basic Computer Learning (MS Office)” conducted by Department of Govt. Social Service, Samonnoy Parishad.
- 02 days training on “Fire Fighting, Fire Prevention, Rescue & First Aid” conducted by Bangladesh Govt. Fire Service & Civil Defiance Directorate.

Personal Information

NID- 6125209169689

Date of Birth-19th February 1988

Home District- Mymensingh.

Reference

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