

## SAKHAWAT HOSSAIN

Address: Holding-409, Degerchala, National University, Gazipur Sadar, Gazipur  
Primary Mobile No: **01317417075**  
Secondary Mobile No :**01734484149**  
Primary Email : **sakhawat2007.bd@gmail.com**



### **Career Objective:**

Intention to work in challenging and competitive environment where logic responsibility and commitment required. I want to boost up my career through dedicating myself into my job.

### **Employment History:**

**Total Year of Experience : 6.4 Year(s)**

#### **1. Executive ( October 1, 2018 - Continuing)**

##### **Indesore Sweater Ltd**

Company Location : Degerchal, National University, Gazipur Sadar, Gazipur  
Department: Hr and Compliance

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

1. Conducting recruitment procedure and employee on-boarding.
2. Reviewing & updating job descriptions for all positions regularly.
3. Conduct the orientation of new employees.
4. Maintaining attendance and leave records.
5. Data input in KORMEE Software.
6. Preparing and submitting all relevant HR & Admin letters/documents/certificates/ attendance as per the requirement in consultation with the management.
7. Handling Holding tax issue for trade licence Renew per year.
8. Assist to Senior on Audit Purpose.
9. Communicating with the local issue regular basis.
10. Develop training and development programs
11. Local purchase and collect local products.
12. Other tasks assigned by the management.

#### **2. Trainee Merchandiser ( January 3, 2018 - July 31, 2018)**

##### **Sb knitting limited**

Company Location : Baipail ,Notunpara, DEPZ,Savar,Dhaka  
Department: Merchandising

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

1. Communicate with existing buyers
2. Costing of Garments
3. Develop Sample
4. Take an Order
5. Follow up order status
6. Make liaison among factory and exporter
7. Regular Factory Visit
8. Look for Sub Contractor
9. Support Senior Merchandisers.

3. **Junior Officer ( January 1, 2017 - November 30, 2017)**

**Anontex Group**

Company Location : Vadam,Nishatnagor,Tongi,Gazipur.

Department: Hr and Admin

**Duties/Responsibilities:**

1. Assist to Recruitment.
2. Ready to worker personal file.
3. Local purchase and collect local products.
4. Communicating with the local issue regular basis.
5. Maintaining attendance and leave records.
6. Regular Floor Visit.

4. **Asst. Officer ( May 5, 2015 - October 11, 2016)**

**Bcs Confidence**

Company Location : Rajlaxi, Uttara, Dhaka

Department: Admission

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Management	Govt. Titumir College (Under Dhaka University)	CGPA:2.88 out of 4	2014	1
Bachelor of Business Administration (BBA)	Management	Govt. Titumir College	CGPA:2.72 out of 4	2013	4
HSC	Business Studies	Shahid Ramizuddin Can't College,Dhaka.	CGPA:4.6 out of 5	2009	2
SSC	Business Studies	Ashraf Textile Mills High School,Tongi.	CGPA:4 out of 5	2007	1

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
850th Labor Law Workers Education Training Course.	850th Labor Law Workers Education Training Course.	IRI, Tongi, Gazipur	Bangladesh	IRI, Tongi, Gazipur	2021	5 Days
813th Labor Law Workers Education Training Course.	813th Labor Law Workers Education Training Course.	IRI, Tongi, Gazipur	Bangladesh	IRI, Tongi, Gazipur	2020	5 days
MS Office Application	Skilled in Microsoft Office Application	Ullash Computer & Traning Center	Bangladesh	Tongi, Gazipur	2014	6 Months

**Language Proficiency:**

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

**Personal Details :**

Father's Name	: Abdul Motin
Mother's Name	: Kamrun Nahar
Date of Birth	: October 22, 1992
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
National Id No.	: 19926113163000371
Religion	: Islam
Permanent Address	: Durgapur, Dithpur, Isshwargonj, Mymensingh
Current Location	: Gazipur
Blood Group	: B+

**Reference (s):**

Name	: Md. Abdus Sattar
Organization	: Mutual Group
Designation	: Chairman & Ex-Member of Parliament
Address	: Rupayan Karim Tower, Kaikrail, Dhaka-1205
Phone (Off.)	: 9110437
Mobile	: 01711 525954
E-Mail	: mutualgroup@gmail.com