



Amit Kumar Kundu

Mailing Address:

Village : Bejoynagar ,
Post : Khojarhat 7407,
Thana: Jashore Sadar,
Dist: Jashore
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Objective:

I am hoping to acquire a challenging human resources management & Compliance position where I make use of my experience in the field to handle Compliance & HR relations to increase the overall effectiveness of your company's workforce to develop the workplace cooperation.

Professional Qualification:

**15th October 2019
to continue**

Sr. Officer – HR & Compliance at Manami Fashions Ltd. (A Sister Concern of Centro Tex Group).

Major Responsibilities Are:

- Ensure the implementation of factory's policy, procedure & practices and monitor its implementation.
- Assist team to handle Internal & External audit/visit and arrange relevant evidence/doc as advised by superior.
- Day to day floor visit to monitor fire, building & electric safety and other floor related documents/checklist.
- Regular floor visit to ensure housekeeping standard, PPE & general OHS practices and distribute PPE with records as per BLR-2015.
- Check licenses & certificates to keep update and liaise with concern section regarding expired/renewal.
- To ensure up to date all HR policies and procedures in line with current labor law.
- Conduct and monitoring recruitment and selection activities of factory personnel.
- Prepared monthly social/technical training schedule and conduct/recorded as per schedule.
- Drafting disciplinary proceedings letter, office notice, memo, minutes etc.
- Perform any other duties as assigned by superior.

**10th February 2018
to 30th September
2019**

Officer – HR & Compliance at Quazi Abedin Tex Ltd.

Major Responsibilities Are:

- Conduct and monitoring recruitment and selection activities of factory personnel.
- Support the development and implementation of HR initiatives and systems.
- Review employment and working condition to ensure legal compliance.
- All kinds of worker payments (Salary, Maternity, Final Settlement & others) & Also an Important Member of Salary Disbursement Committee.
- Provide training on compliance related topics, policies or procedure.
- Prepare performance Data.
- Sound knowledge on HIGG FEM 3.0
- Audit Responsible(C&A, H&M, BSCI, SEDEX, KROGER, PRIMARK, C-TPAT)
- Conduct internal audit & prepare CAP as per requirement.

**11th October, 2016
to 30th January 2018**

Jr. Officer(Admin & HR) at Bodystretch Bangladesh Ltd.
Major Responsibilities Are:

- To ensure up to date all HR policies and procedures in line with current labor law.
- Conduct and monitoring recruitment and selection activities of factory personnel.
- All kinds of worker payments (Salary, Maternity, Final Settlement & others).
- To Prepare Worker's Payroll sheet every Month & Also an Important Member of Salary Disbursement Committee.
- Whole responsibility of CAP and all kinds of report.
- Responsibility for Compliance issue and related Jobs/ Records.
- To Monitor welfare related jobs and arrange all kinds of meeting with workers.
- Responsible for Jibika payroll software.
- Responsible for BGMEA Insurance.
- Prepare performance Data.

Academic Background:

**MBA in HRM
Spring-2017**

Master in Business Administration
Human Resource Management
B Grade (3.13)
Jahangirnagar University

**BBA (Professional) in
Accounting
Session 2010-2011**

Bachelor in Business Administration
Major in Accounting
B Grade (3.17)
National University
Jessore Cantonment College.

H.S.C -2010

Higher Secondary Certificate
A- Grade (3.90)
Commerce as a major
BAF Shaheen College Jessore.
Jessore Board

S.S.C – 2008

Seconday School Certificate
A- Grade (3.94)
Science as a major
Chhatiantola Churamonkati High School.
Jessore Board.

Language Proficiency:

- Bangla, (Native)
- English, (Fluent in both writing, listening, Speaking & Reading).

Computer Skill: Office Application (MS-Word, Excel, Power-point) & Internet browsing.

Strength: Good communication and interpersonal skills, good consulting ability, good presentation skill, leadership and taking charge, self-starting, hardworking computer proficiency, strong motivation, work under pressure and commitment for work.

Personal Interest: Reading, Writing, Traveling, and Social worker.


Extra-Curricular Activities: Power Point Presentation, Playing Cricket and Badminton, Cycling. Bronze award holder of the Duke Edinburgh International Award.

Personal Information:

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|-------------------|---|
| Father's Name | Arabindu Kumar kundu |
| Mother's Name | Sadhona Rani Kundu |
| Date of Birth | 22 nd May, 1993 |
| Permanent Address | Village :Bejoynagar , post : Khojarhat 7407, Thana: Jashore Sadar, Dist: Jashore |
| Present Address | Road No. 13, Bank Town, Savar, Dhaka. |
| Nationality | Bangladeshi |
| NID | 1482839105 |
| SEX | Male |
| Marital Status | Unmarried. |

Commitment:

I am quite confident to face future job efficiently and I am always prepared to obey any rules and regulation of your organization as well as any instruction.



Amit Kumar Kundu

References:

Anwar Hossain

Manager (HR & Compliance)
Manami Fashions Ltd.
Kabirpur, Ashulia, Savar, Dhaka-1349.
01975-381952

**Md. Masudur
Rahman**

Manager (HR & Compliance)
AKH Eco Apparels Ltd.
Balitha, Dhamrai; Manikganj, Dhaka.
01613-182383