

Papan Saha

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📍 House: House No-07, Sayeed Nagar, Natun Bazar, Dhaka



Objective:

Self-motivated professional with six years of experience in a human resource field. Looking to gain employment as Industrial Relations position to ensure that all Industrial Relations issues are consistently and effectively managed in accordance with the company's policy and applicable laws.

Experience: Total Six years

1. Trainer (June 2020 – Present)

RMG Sustainability Council (RSC)

Job Responsibilities:

- Assist in the development of RSC informational and educational material, their distribution, and related discussions along with workers and employers,
- Facilitate workplace level training as worker and management safety committee members on safety issues, safety monitoring and complaints systems, and effective labor-management engagement,
- Conducting walk through with the safety committee member of the factory to identify actual or potential safety hazard and prepare report for taking appropriate corrective action,
- Conducting on site safety check for investigating the complaint received from workers, also prepare, and maintain accurate, detailed, verified qualitative and quantitative data, records of RSC training and the OSH activities for each assigned factory.

2. Trainer (September 2016 – May 2020)

Accord on Fire and Building Safety in Bangladesh.

Job Responsibilities:

- Implement fields level preparations and outreach on the establishment safety committees and the election of worker representatives to the safety committees at Accord producing factories,
- Facilitate workplace level training as worker and management safety committee members on safety issues, safety monitoring and complaints systems, and effective labor-management engagement,
- Lead and deliver Accord safety training and worker and employer engagement programs at assigned factories,
- Assist in the development of Accord informational and educational material, their distribution, and related discussions along with workers and employers,
- Provide facilitation & mediation support to safety committee members in their committee work,
- Maintain accurate, detailed, verified qualitative and quantitative data, records of Accord training and the OSH activities for each assigned factory,
- Produce and submit monthly qualitative and quantitative reports to the Training Coordinator.

3. HR & Compliance Officer (November 2014 – August 2016)

S. Suhi Industrial Park Ltd. (Pretty Group)

Job responsibility:

- Prepare manpower planning and coordinates the entire recruitment & selection process,
- Conducting TNA for staff also developing and implementation of training program,
- Updating staff personal data in HR Information software,
- Prepared staff salary and others severance benefit as per company policy.
- Carry out disciplinary proceeding like Show cause, conduct preliminary enquiry and prepare enquiry report, warning, suspend, dismiss, discharge, termination, employee's grievance procedure etc.
- Conducting internal audit to identify the non-compliance issues and follow-up corrective action to be submitted to top management,
- Support the audit team to solve the technical problems and help the team by Identifying the root causes for non-compliance issues and develop corrective action plan based on the external social compliance audit.

Key Achievements:

- Successfully completed **SA8000 & Basic Auditor Course** from Social Accountability International.
- Implemented HRIS Software in a sweater manufacturing factory.
- Established Participation Committee through democratic procedure.
- Delivered Information to approximately 1lak employees regarding Safety Committee and Common Safety Hazard, through All employees and information session.
- Conducted 204 training session for the Safety Committee in 29 factories.
- Conducted 82 Walkthrough in different factories to assist the safety committee so that they can find the potential safety hazard. Also prepared the report of walkthrough and follow up on corrective action taken by the Safety Committee.

Academic Qualification:

Exam Title	Major/Group	Institute	Result	Pas. Year
MBA	Human Resource Management	Independent University Bangladesh	3.45 out of 4	2019
BBA	Human Resource Management	East West University	3.24 out of 4	2014
HSC	Business Study	Dhaka Commerce College	5 out of 5	2009
SSC	Business Study	Matlab Gonj JB Pilot High School	4.38 out of 5	2007

Training & Courses:

- Received 5 days training on “**Introduction to SA8000 & Basic Auditor Course**” from the Social Accountability International (SAI) in 2019.
- Received 6 days training on “Interest-Based Problem Solving” from the US Federal Mediation and Conciliation Service in 2017.
- 3 days training on “Sustainable Impact Partnership Program (Higg Index)” from H&M in 2015 & 2016.

Key Skills and Competencies:

- Practical Understanding of the applicability of Labour Laws at the plant level
- Good conceptual understanding of Industrial Relations & Labour Compliance
- Handling Multiple Contractors & Unions, Effective handling of Contract labours
- Influence Management - Ability to influence others without authority
- Good Communication & Drafting Skills
- Self-motivated, team player, networking skills, proactive stance, result oriented and independently working ability
- Experienced in carry out TNA for staff also developing and implementation of training program.

Computer Skills:

Software can perform : MS Office, SPSS, Photoshop, FFC, ERP for HRIS
Can utilize internet : For research & official communications

Personal Details:

Date of birth : May 03, 1992
Nationality : Bangladeshi
Permanent Address : TNT Road, Koladi, Matlab (South), Chandpur

Reference:

Name: Shamama Naushin Yamani	Name: Mr. Saifuddin Mia	Name: Shanjit Saha
Title: Training Quality and Logistics Manager	Title: AGM (Admin, HR & Compliance)	Title: Professor
Mailing address: Accord on Fire and Building Safety in Bangladesh AJ Heights Building, 5th Floor, Cha - 72/1/ D, Progati Sarani, North Badda, Dhaka - 1212	Mailing address: S. Suhi Industrial Park Ltd. (Pretty Group) Zamgora, Ashuliya, Dhaka	Mailing address: Marketing Department, Dhaka Commerce College, Section no-2, Mirpur, Dhaka
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