

RESUME

NIGEL LEONARD GONSALVES

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Career Objective

I want to develop my professional career in a well-known and progressive organization that will help me to learn practical knowledge and utilize my skills which I have achieved through formal learning and practical experience.

Areas of Expertise:

Factory Administration, Security Management, Procurement, Logistics & Protocol management, Transportation Management, Housekeeping, Disciplinary procedure, Conflict management, Counseling, Factory Compliance, Travel & Visa Support.

Experience

Assistant Manager, Admin

Progress Apparel's Bangladesh Limited (Sister Concern of PDS Multinational Group)

Office: MS-SFB 1&2, Adamjee EPZ, Siddirganj, Narayonganj.

Form 1st April 2019 to Continuing.

Progress Apparel's Bangladesh Limited is one of the leading garments manufacturing factory of Bangladesh. It's a LEED Certified factory. We have 3600 employee.

DUTIES AND RESPONSIBILITIES:

General Admin: Keep all kind of communication with BEPZA Authority, Take care of all the licenses, Take care of VIP buyers & visitor visit & protocol. Expatriate employee Visa processing, Business Visa processing as per management instruction. Project related work monitoring, Conducting Internal audit, Hotel and Air ticket booking as per management instruction, Airport Protocol for VIP buyers and visitors, Auditor & buyer handling including all the logistics support, Arrange employee engagement program. Monitoring Factory Compliance, Process improvement & SOP development, Keep close communication with top management. Keep good communication with industrial police, local law enforcement team and political body.

Housekeeping & Security Management:

Take care of Entire factory housekeeping. Buyer entertainment, Canteen management, Housekeeping Process development. Take care of factory beautification, Total Wastage management system as per M&S Plan-A, 5S implementation. Supervise 3 security supervisor and 41 security. Security risk assessment, Take special care on shipment vehicle (7 Point Check, Security lock, Vehicle Tracker), various type of investigation. Looking after the security system as per CT-PAT standard, 140 CCTV and PA system Monitoring. Gate Pass and various types of ID card management.

Transport Management:

Maintain Total 30 vehicle, 10 Drivers OT management. Vehicle Hire. Vehicle Tracker on shipment vehicle, User Seat plan making. Vehicle Rote Plan. Vehicle repair and maintenance. Fuel and lubricant cost management. Emergency vehicle support, Daily vehicle schedule making. Preparing Monthly bills.

General Procurement:

Product sourcing, Collect materials requisition from various departments. Quotation collects & Price negotiation. Settlement of all types of bill and follow up payments. Purchase Trams and conditions, Prepare different types of agreement, Keep healthy communication with supplier, Ensure On time goods in house. Ensure goods quality, Cost control.

Fire Safety Management:

Arrange regular fire drill, Fire safety and first aid training, regular checklist monitoring (Fire extinguisher, Hose rail, Fire Box, First Aid Box, Emergency door, Emergency light), always keep stair case free from any kind of obstacles, Regular safety committee meeting arrangement.

Senior Executive Admin & HR

SQ Birichina LTD (RMG)

Office: SQ Station, Jamirdia, Bhaluka, Mymensingh.

Form 11th July 2015 to 31st March 2019.

SQ Birichina is one of the leading garments manufacturing factory of Bangladesh. It's a LEED Certified factory. We have 4600 employee.

Buyers: M&S, H&M, Sainsbury, Debenhams, Next, Tesco, K-Mart, LIDL, Carry Fore, Twilfit, Bench, Best Seller.

DUTIES AND RESPONSIBILITIES:

General Admin:

Control & supervise the entire logistic support for factory operation, Take care of VVIP Visits, Facility management, Take care of legal issues, Look after medical & child care, Fare price shop monitoring, Conducting Internal audit, Auditor & buyer handling including all the logistics support, Looking after factory administrations. Arrange air-ticket, Hotel booking in home and abroad, House renting for expatriate employee, Visa processing as per management instruction. Arrange employee engagement program. CAPEX making, Monitoring Factory Compliance, Factory General Maintenance. Process improvement & SOP development, Mail communication. Ensure IT support.

Housekeeping & Security Management:

Monitor 3 cleaning supervisor & 72 cleaners, Take care of Entire factory housekeeping. Buyer entertainment, Canteen management, Housekeeping Process development. Take care of factory beautification, Total Wastage management system as per M&S Plan-A, 5S implementation. Supervise 4 security supervisor and 55 security. Various type of investigation. Looking after the security system as per CT-PAT standard. Risk assessment, 220 CCTV and PA system Monitoring. Gate Pass and various types of ID card management.

HR Management:

Conflict management, Disciplinary procedure, Employee orientation, Arrange CSR activity's like health camp, School development, Tree plantation, Arrange cultural programs, other society development program, Develop policy and procedure, Fire safety management, Orientation & Training of new employees. Various types of awareness training, Personal file management.

Compliance Management:

Always keep factory ready for any kind of audit or visit, Arrange fire drill, Assist Compliance team for BSCI, WRAP, SEDEX, HIGG, GOTS, OCS, ACCORD, Alliance, Better Work, M&S Plan-A audit.

Senior Officer Admin

Leisure Tours & Travels LTD

Company Location: Bejoynagor, Noya polton, Dhaka

Form 31th August 2013 to 30 June 2015.

Leisure Tours & Travels Ltd is a leading Travel Agency of Bangladesh.

Services: Visa Assistance, Hotel Booking Home & Abroad, Air Ticketing Domestic & International, Package Tours, Tour Support service, rent a car service, Rent a house service ETC.

DUTIES AND RESPONSIBILITIES:

Customer care Maintain Public relation. Corporate Marketing like Robi, GP, and Banks Regular visit to corporate clients to sell Air ticket and various package tour. Business development. Make holiday packages. Online Marketing. Door to door marketing. Participate various tourism fair. Full fill Target. Market analysts. Make strategy for sell new packages. Take care of Advertising and promotion.

Educational Qualification

2013-2015	Masters of Business Studies (MBS) Completed from National University Subject: Management. Result: Second Division
2008-2013	Bachelor of Business Studies (BBS) completed from <i>National University</i> . Result: Second Division .
2008	Higher Secondary Certificate (H.S.C) from <i>Sonapur University College</i> . Noakhali. Group: Commerce, Board: Comilla, GPA- 3.20
2006	Secondary School Certificate (S.S.C) from <i>Brother Andre's High School</i> Noakhali. Group: Commerce, Board: Comilla, GPA- 3.38

Computer Competency:

- Good computer literacy especially in MS Word, Excel, Power Point, Internet and E-mail, Microsoft Outlook.

Language Competency

- Bangla
- English
- Hindi

Interests & Hobbies

- Traveling, Cricket, Music.

Visited Country's:

India, Thailand, Malaysia, Singapore, South Korea

Other trainings/ participation

- A) Completed Post Graduation Diploma in Human Resource Management PGDHRM from Edu-Qual **UK**.
- B) Completed “Six Months Diploma in Social Compliance” course from Bangladesh Institute of Management (BIM). **Dhaka**.
- C) Completed “Fire Prevention Fire Extinction Rescue, First aid & Safe Evacuation” Course from Bangladesh Garments Manufacturers & Exporters Association (BGMEA) **Mymenshingh**.
- D) Completed “Basic Fire Fighting & Rescue, First aid & Safe Evacuation” course from Bangladesh Fire Service & Civil Defiance. **Mymenshingh**
- E) Completed ‘Leadership & Capacity Building Training’ in Caritas Development Institute, **Dhaka**.
- F) Participated as official delegate of IYCSM Bangladesh in **12th IYCS** Asian Session and Council 2012 in Seoul Archdiocese, **Republic of South Korea**.

Personal Information

Father's Name : Reginald Gonsalves
Mother's Name : Lilian Quiah
Date of Birth : April 24, 1991
Nationality : Bangladeshi (by birth)
Passport No : BW0663986
National ID NO : 3733470292
Driving License NO : DK0697113CL0007
Religion : Christianity (Roman Catholic)
Marital Status : Single
Permanent Address : Vill: Sonapur, PO: Sonapur, PS: Sadar Dist:Noakhali
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Reference

Mr. Farid Ahmed Head of HR Dekko Isho Group Pallabi Plaza, Plot # M, 4 Rd No. 7, Dhaka 1216, Bangladesh. Cell No. +8801745779282 E-Mail: faridccr@gmail.com	Mr. Mafrul Haq Head of HR HR Division Progress Apparels Limited Rd to Adamjee EPZ, Shiddhirganj, Bangladesh. Cell No. +8801713485895 E-Mail: mafrulhaq@gmail.com	Mr. Khandker M Imam GM HR Team Group. ABC Heritage (5 th Floor) 2&4, Jashimuddin Avenue, Sector-3, Uttara, Dhaka 1230, Bangladesh. Cell No+8801730327648 E-Mail: k.m.imam@gmail.com
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Note: I hereby declare that the above-mentioned statements are true and correct.



Nigel Leonard Gonsalves