

Curriculum Vitae of SUMON CHANDA

Jahanara Tower (3rd Floor), Flat-B1,
Dewan Bazar, West Bakalia,
Chittagong.
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CAREER OBJECTIVE

Want to work in a professional career where I can give my best and dedicate all my knowledge and skills for it. I am ready to do any type of hard work with honesty and transparency.

ACADEMIC INFORMATION

Description of Certificate	:	Masters of Business Administration-M.B.A
Main Field of Study	:	Human Resource Management
University	:	B.G.C. Trust University Chittagong.
Year	:	2015
Result	:	2.90 in the scale of 4.00
Description of Certificate	:	Bachelor of Business Studies-B.B.S(Pass)
Main Field of Study	:	Business Studies
Result	:	2 nd Division
University	:	National University
Year	:	2011 held in 2013
Description of Certificate	:	Higher Secondary Certificate-H.S.C
Main Field of Study	:	Business Studies
Result	:	GPA 4.10 out of 5.00
Board	:	Chittagong
Year	:	2008

Description of Certificate	:	Secondary School Certificate-S.S.C
Main Field of Study	:	Science
Result	:	GPA 4.06 out of 5.00
Board	:	Chittagong
Year	:	2006

EXPERIENCE

- Working as Executive HR& Compliance at Hirdaramani Group(Kenpark Bangladesh) from 16th November 2017 to present
- Worked as HR and Compliance Officer in Intimate Apparels Ltd from 1st December 2014 – 31st October2017.
- Worked as a Field Officer in MAMATA NGO, Under PPHP (Protect Children against Physical and Humiliating Punishment) Project from 10th April 2013 – 30th November 2014.

Key skills & Responsibilities

- Facing Buyer & third party audits, Implement their requirements, Upgrading company manuals and policies, providing training on different HR & Compliance related topics, assist the HR team in diverse HR related daily activities, keep tracking of data and documentation, motivating the employees for maintaining all kind of personal safety, monitoring the floor for checking all kinds of compliance issues, maintain all kinds of training records, raising awareness about employees health & safety issues, checking, updating and tracking departmental documents properly, maintain documents for audit, clear knowledge regarding administrative work, wages, salary and welfare issues of employees, visiting production floor and finding out discrepancies which violate policy, communicating with managers regarding the working process of different compliance issues, handling several audits and buyer's requirements.
- Capacities of working in HRIS and system development.
- Sound Knowledge on Process & Procedure on WRAP, SEDEX, BSCI, ACCORD, ALLIANCE, ISO, HIGG INDEX, Different buyers Code of Conduct and workplace Health & Safety issues etc. Prior experience of managing complex employee relations along with reasonable knowledge on Bangladesh laws applicable to staff issues.
- Handling entire recruitment procedure, job advertisement, Review, screening of application and finalizing the process of appointment. Process documentation and prepare reports relating to personnel activities (staffing,

recruitment, training, grievances, performance evaluations etc). Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisal.

- Formulate, develop and upgrading of HR manual / policy in the organization.
- Develop key performance indicators and goal setting of the different level employees with their supervisor and conduct appraisal process. Conduct initial orientation to newly hired employees. Assist recruiters to source candidates and update our database.

COMPUTER LITERACY

MS Office (MS Word, Excel, Access, Power Point), Email, Internet and web browsing, Computer Fundamental.

LANGUAGE PROFICIENCY

Communication capabilities both verbal and writing in Bengali (Native) and English.

PERSONAL INFORMATION

Name	: SUMON CHANDA
Date of Birth	: 13 th February, 1990
Highest Educational Qualification	: M.B.A
Marital Status	: Married.
Father's Name	: Surandra Chanda
Mother's Name	: Ratna Chanda
Permanent Address	: Vill-Word No.-14,Holding No.-402,Shilondia,P.O.- Babur Hut,P.S.Chandpur,Dist.-Chandpur.
Mailing Address	: Jahanara Tower (3rd Floor),Flat-B1 Dewan Bazar, West Bakalia, Chittagong.
Nationality	: Bangladeshi
Religion	: Hinduism.
Blood Group	: B+ve

References:

Swapna Talukder
Director-Coordination
MAMATA NGO
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