

CURRICULAM VITAE of
Abdullah Al Kamal

House#1 (4th Floor), Road#5 Nikunja-2,
Khilkhet, Dhaka-1229.
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Objective

To work under challenging environment which provides a lot of scope to learn and grow.

Education

M.S.S in Economics(1998)
Dhaka University
Second Class
B.S.S in Economics(1997)
Dhaka University
Second Class
H.S.C from Govt. B.L. College(1993)
Jessore Board
First Division
S.S.C from Rotary School, Khulna(1991)
Jessore Board
First Division

Professional Experience – 1

Manager,

Customer Relations & Admin/HR
Consumer Testing Laboratories Ltd,
a UL company, The Pearl Trade Center,
5th, 14th & 15th Floor, Cha-90/3, Progoti
Sharani, North Badda, Dhaka-1212

Period: Oct 26, 2011 to till now

Major Responsibilities

CR/Login-Logout

- Supervise customer support functions at labs, i.e. i) **Softline**, ii) **Analytical Chemistry – Lead & Phthalate**, iii) **Fiber, Colorfastness & Flammability**.
- Coordinates the efforts of the internal departments and our clients/customers to ensure that the testing programs are conducted in accordance with requirements.
- Advises management of testing program(s), and issues (or potential issues) by reviewing reports on a regular basis / as necessary.
- Monitors the knowledge and skill levels of Customer Relations and Login personnel to identify development and training needs.

Admin/HR

- Oversee overall Administration and Human Relation matters, Compensation and Reward matters for staff, Welfare matters and especially maintain the records of time keeping and takes disciplinary action when necessary.
- Assist the Manager/ Department Head to monitor the discipline and attendance issues of the subordinates.
- Oversee on recruitment process to meet the requirement of different Departments / sections subject to approval of appropriate authority.

- Follow up with QA and concern Department Head on issuing confirmation letter of new associate(s).
- Maintain personal file for each staff including leave record, verbal coaching/warning letters etc.
- Follow up with Admin/HR Executive on updating all kind of company legal documents, required purchasing etc.
- Oversee the Health & Safety Issue and relevant equipment, training at planned interval.
- Look after the overall security of the site by checking the duty roster for the security guards and supervises them.
- Handle accidents including investigating reasons for the accidents, reporting to appropriate authority, maintaining relevant records and ensuring that preventive actions have been taken.

Overall

- Responsible as Management Backup on Non-Technical issues.

Achievements

- Received the “**Employee of the Month (EOM) - July 2012**” award.
- Received the “**AOY (Associate of Year)- 2013**” award.
- Received the certificate on 2-days “**Fire Fighting, Fire Prevention, Rescue and First Aid Training**” by Bangladesh Fire Service & Civil Defense.

Professional Experience - 2

Sr. Coordinator, Inspection

ITS Labtest Bangladesh Ltd.

13 Kawran Bazar C/A, Dhaka-1215

Period: Jul 7, 2009 to Oct 25, 2011

Major Responsibilities

I was ITS BD key contact for Wal-Mart inspection heading a 10 people coordination team including coordinator, asst coordinator, documentation officer, data input and scheduler. Responsible for daily inspection (FRI, 1ST RE, 2ND RE, DPI etc) execution by coordinating with all concern parties:

- **Confirm scheduling** with Supplier/Factory according to the inspection request booked electronically.
- **Follow up with the Inspector/QA** if there are any issues during inspection at factory.
- **Review the finding/result with buyer** and do override the result if necessary. Inform the changes to the Inspector/QA.
- **Provide the inspection report** in proper distribution channel.
- **Update the inspection data** electronically (in data input system).
- **Review the defective samples** of daily inspection with Inspector/QA to have them more experience on defect classification.
- **Distribute Daily Status**, Weekly and monthly performance report to all concern parties.

Professional Experience - 3

Project Manager

Intelligent Image Management Ltd.
H#200 R#2 Baridhara DOHS, Dhaka

Period: Feb 13, 2002 to Jul 6, 2009.

Major Responsibilities

I was responsible for **Quality control, Volume, Overall Management, Employee Evaluation Completion of everything with Accuracy in Strict and tied time schedule.** More than 140 people were working under my supervision. Here I described the type and category of some of the running projects.

A. Pharmacy Project - Serve exclusively the needs of closed-door pharmacies of USA. It is a virtual extension of pharmacy operation 24 hours per day, 365 days per year.

B. Map Project - Update the Map and Database Information with researching the legal description of US Government Land dept. for their public revenue collection. We are covering 7 counties of Washington state, 1 county of Nevada State, 3 counties of Iowa State, 2 counties of Idaho State and 11 county of Oregon State of USA.

C. Magazine Project - LEXIS NEXIS Conversion of five Magazines of USA Publications, i.e. Oil & Gas Journal, Chemical Week, Texas Monthly etc.

Professional Qualification

Certificate Course in Knitwear Merchandising

Semester- Fall 2012 (Jul-Dec)
BGMEA University of Fashion & Technology
A Grade

Postgraduate Diploma in Interior Design

From Jun 1, 1999 to Jun 30, 2000
Exterior-Interiors (P) Ltd (Berger Paints Bangladesh Ltd)

Computer Skill

MS Word, Power point, MS Excel, Tex Pad, Abby Fine Reader, DCPA, Internet browsing, Online chatting by Messenger (Hotmail, Yahoo, Skype), Emailing by Eudora/Outlook

Typing Speed

English – 30 words per minute

Languages Known

English – Fluent both in speaking and writing
Bengali – Mother tongue

Driving Skill

Can Drive Motorbike, Car etc

Hobbies

Traveling

Personal Information

Father's Name S M Sadique

Mother's Name K M Faridee

Home and Address Plot# A/45
Road# 171
Khalishpur Housing Estates, Khulna.

Date of Birth January 11, 1977

Marital Status Married

Nationality Bangladeshi by birth

National ID No. 19772699040680432

Passport No. EG0088924

Motor Driving License No. NR0009232CL0003

Reference(s) Abdullah Al Hasan,
Bangladesh Country Director, Penny Appeal
Mobile: 01711907417

Kazi Mustafizur Rahman,
General Manager,
Psychological Health & Wellness Clinic Ltd.
Mobile: 01726355225

Date Available Need 15-days' notice

Expected Salary Negotiable