



Faysal Ahmed

Looking to foster optimal productivity and attainment of a Company's strategic goals through the execution of effective HR strategies as an HR Executive. Offering HR expertise, sound business acumen, and technological aptitude.

✉ faysaldrhs@gmail.com
📍 Ambag, Nilnagar, Konabari, Gazipur
📅 Date of birth 12/25/1988
🇬🇧 Bangladeshi
☎ +880 1912-002202
👨 Married

Skills

Business Communication Skill

I have excellent written and verbal communication skills, I am proactive with people and can get along with people easily, have strong interpersonal skills. Excellent in electronic communication & delightful in non-verbal communication.

Business Operational Skills

Working with two Multinational organization I gathered a good skill in the business operation process. I have good knowledge in the Management process, business environment, strategic management, financial management, sustainability formation & reporting.

Administrative & Human Resource Skill

I have proven skills of the administration process, able to implement and maintain administrative procedures. I am also skilled in Human Resource Management: recruitment & selection, compensation & benefits, modern HR practice, and laws.

Analytical Skill

I have good analytical skills. A good skill to summarising & briefing statistical data. Logical and good knowledge of mathematical terms. Able to present analytical data.

Organizational Skill

I have a solid knowledge of office procedures & manners, strong organization skills with a problem-solving attitude and strong problem-solving skills, I have the ability to manage and work under pressure.

Leadership & Conflict Management Skills

Office Management & Payroll Skill

Work experience

Since January 2020



Executive - HR. Admin & Compliance

Honeywell Garments Limited (AJ Group) Ambagh, Nilnagar, Konabari, Gazipur

- Maintaining day-to-day HR & general administration that includes daily attendance, leave, safety, recruitment, legal affairs, etc.
- Maintaining payroll software for daily attendance, leave management, recruitment, salary information etc.
- Monitoring and coordinating recruitment of Factories as per manpower planning and approved policy & Ensuring on time recruitment of workers and supervisors for smooth operation.
- Preparing recruitment materials and post jobs to appropriate job sites/newspapers/colleges/ etc.
- Daily Floor visit (Counsel Absentees, Late Attendees, Support the Sick Workers, Counsel for productivity improvement) & confirming housekeeping.
- Maintaining all data and papers related to recruitment, wages, OT and allowances. Ensure proper documentation & maintain employee's personal files and all documents up-dated .
- Disciplinary action and grievance handling as per organization policy and labor law.
- Developing a culture of continuous learning opportunities for workers considering mission, vision, values, business needs and future trend.
- Analyzing & Identify workers training needs (TNA), implement and evaluate.
- Coordinating & Providing training such as Orientation, Health & Safety, Fire Training, First Aid, MSDS, Security Awareness training, etc. as per training calendar.
- To ensure & implement factory compliance requirements as per buyer COC & legal standards.
- To face audit like WRAP, BSCI, SEDEX, C-TPAT for different kinds of buyers.
- Build and maintain proper relation with relevant service providers, government, local stakeholders, City Corporation etc.
- Regularly keeping HR Manager informed on IR Situation and day to day issues.

From March 2018 to December 2019



Officer - Inspection Operation

TÜV Rheinland Bangladesh Bangladesh PVT. Ltd. Alauddin Tower (5th ~ 8th Floor), Plot # 17, Road # 113 / A, Gulshan - 2, Dhaka - 1212. Bangladesh.

- Providing general administrative and clerical support at Inspection division store maintenance, office supplies for department stock, logistical support, etc.
- Regularly updating divisional data (attendance, leave, manpower utilization status) and reporting to the HR Manager accordingly.
- Regularly handling and scheduling office transport and vendor transports for inspection purpose.
- Working as a member of TÜV Rheinland Health, Safety & Environment (HSE) committee & closely working with the HR team and providing relevant monthly data of department.
- Coordinating and maintaining communication with global business partners and providing local offices.

Computer skills

Microsoft Office



I have vast skills at MS office suite, especially at MS Word, Excell & PowerPoint.

Others



I am well known and worked at KORMI, SAP HANA, Teliopli, Oracle & TIPS System.

Languages

Bengali/Bangla



English



Personal Details

Father's Name: Md. Abul Khair
Mother's Name: Peara Begum
Gender: Male
Religion : Islam
Blood Group : O+
National ID card No: 5116514280028
Permanent address: C/O: Khalil patwary,
Vill: Bour khara (Mokbul patwary bari), Po:
Dalta Bazar (3725) Thana: Ramgonj,
District: Lakshmipur.

References

Md. Kamal Hossain
Chief Operating Officer
Garment Division
AJ Group
2, Monipuripara (1st & 2nd floor), Tejgaon,
Dhaka - 1215,
Bangladesh.
Mobile: 01711 520074

Md. Billal Hossain
Principle Officer
First Security Islami Bank Bangladesh Ltd.
Moakhali Branch, Moakhali
Dhaka - 1206. Bangladesh.
Mobile: 01712701974

Work experience

From November
2015 to February
2018



Officer - Coordination & Operation

Intertek (ITS Lab test Bangladesh Limited) Phoenix Tower, Tejgaon Industrial Area, Dhaka - 1208, Bangladesh.

- Input the test result from raw data in TIPS system.
- Arranging to send the test report soft copy through mail properly as per the customer instruction.
- Uploading test report in web based portal.
- Preparing weekly, monthly & quarterly summary as per the customer instruction & send all accordingly.
- Update the customer manual as per the customer update information or changes accordingly.
- Preparing and modifying documents including correspondence, reports, drafts, memos and emails.
- Maintaining office supplies for department, stock and place orders maintain and update company databases.
- Organizing a filing system for important and confidential company documents.
- Performing data entry and scan documents.
- Providing logistical support to lab coordinators and report reviewers.
- Ensuring proper housekeeping and cleanness in lab area.

Professional Training's



Efficiency Improvement Drive

Intertek (ITS Lab test Bangladesh Limited). Tejgaon Industrial Area, Dhaka - 1208, Bangladesh.

Efficiency improvement process: KAIZEN, LEAN, 5S, Six sigma, Problem-solving methods & Visual Management system.



Garment Inspection Training Program

TÜV Rheinland Bangladesh Bangladesh PVT. Ltd. Gulshan - 2, Dhaka - 1212. Bangladesh.

Quality garments inspection, Fabric Inspection, AQL procedure etc.



Fire Safety Training for Emergency Response

Bangladesh Fire Service & Civil Defense Directorate @ TÜV Rheinland Bangladesh Premises.

Fire Safety, Rescue & Evacuation process two days training program.

Education

From June 2019 to
July 2020

Post Graduate Diploma (PGD)

Brac University Moakhali, Dhaka.

From 2010 to 2011

Masters Of Business Studies (M.B.S)

National University of Bangladesh (Dhaka College). First Class

Major in Management.

From 2006 to 2010

Bachelor of Business Studies (B.B.S) Hons

National University of Bangladesh (Dhaka College). Second Class

Major in Management

From 2004 to 2006

Higher Secondary School Certificate (H.S.C)

Cumilla Board (Dalta College). Dalta Bazar, Ramgonj, Lakshmipur, Bangladesh.

Major in Business Studies.

From 1995 to 2004

Secondary School Certificate (S.S.C)

Cumilla Board (Dalta Rahamania High School). Dalta Bazar, Ramgonj, Lakshmipur, Bangladesh.

Major in Business Studies.