

## **RAJU SAHA**

Address: F # 8-B, 96-B.B road, Ukil Para, Narayanganj Sadar, Narayanganj  
Mobile No 1: 01712323386

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### **Career Objective:**

Build up career in the field of HRD at a renowned organization where creativity, sincerity, honesty, skill & performance are the criteria for one's appraisal and recognition. Always believe in hard working and bear the ability to work under Pressure.

### **Employment History:**

**Total Year of Experience :** 10.0 Year(s)

#### **1. Deputy Manager ( June 25, 2012 - Continuing)**

##### **Ananta Group**

Company Location : Corporate Office, Ananta Apparels Ltd. Plot# 246-249, AEPZ, Siddhirganj, Narayanganj.

Department: HR & Compliance

##### **Duties/Responsibilities:**

- o Conduct interview as per budget.
- o Prepare monthly inclusion list.
- o Prepare monthly salary sheet under automated payroll system.
- o Checked & verify monthly salary reconciliation and submitted to concern department.
- o Checked & Verify full & final settlement bill for all types of separated employees (resigned/ terminated/ dismissed) .
- o Prepare and update leave status, yearly increment, salary adjustment and individual salary statement.
- o Carry out the monthly and annual performance appraisal process in an efficient manner.
- o Prepare quarterly Key performance Indicator (KPI) for HR & Compliance and make a presentation.
- o Co-ordinate with BEPZA for monthly HRIS report.
- o Maintain Group Organisation Chart by VISIO.
- o Developing, implementing and reviewing of company policies, rules and regulations in compliance with all applicable employment laws, statutes and regulations.
- o To perform effective execution of HR functions in the organization as per labor law of the land and also followed by BEPZA instruction.
- o Follow up floor visual check list & prepare audit documents as CAP.
- o Ensure environmental health & safety by floor observation & report making.
- o Implement requirements of Labour Laws and buyers' COC requirements in the workplace.

#### **2. Executive ( March 13, 2011 - June 20, 2012)**

##### **Northern Tosrifa Group**

Company Location : Head Office. Station Road, tongi

Department: HR & Compliance

##### **Duties/Responsibilities:**

- o Update worker personal file with up gradation letter/transfer/promotion letter etc.
- o Day to day follow up floor visual check list & prepare audit documents.
- o Arrange training & awareness for workers corresponding with Group policies.
- o Ensure congenial IR (industrial relations) environment in the organization and provide appropriate advice while dealing with workers.

- o Update newly joined employee information.
- o Update employee separation information.
- o Update all employee details in HRIS (Manually).
- o Ensure proper licensing of fire safety and other related license.
- o Ensure environmental health & safety for Floor Observation & report making.
- o Implement requirements of Labour Laws and buyers` COC requirements in the workplace.
- o Assist Welfare team for smooth continuation of their regular activities.
- o Maintain relations and discipline in the factory for all staffs and workers.
- o Assist in Develop & monitor HR policies & strategies.

#### **Academic Qualification:**

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Human Resource Management	Asian University of Bangladesh	CGPA:3.39 out of 4	2012	1 Year
Bachelor of Business Administration (BBA)	Human Resource Management	Asian University of Bangladesh	CGPA:3.83 out of 4	2010	4 years
HSC	Business Studies	Chaunuhani Govt. S. A. College	CGPA:2.4 out of 5	2006	2 years
SSC	Science	Chaumuhani Madon Mohon High school	CGPA:3.13 out of 5	2004	-

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
The need for Psychometrics in today's Human Resource Management	Aptitude Tests, Skill Tests, Personality Tests, Job requirements	Academy of learning limited	Bangladesh	Bangla Motor, Dhaka	2017	2 days
Alliance Basic Fire Safety & Helpline	Alliance Basic Fire Safety & Helpline	ALLIANCE FOR BANGLADESH WORKER SAFETY	Bangladesh	Dhaka	2016	1 Day
Fire & Safety	Fire & Safety Training	Fire Service & Civil Defense	Bangladesh	Narayanganj	2014	3 days
Professional Course in Computer Hardware & Software Engineering	MS Office, Internet, Troubleshooting	WILS INTECH	Bangladesh	Noakhali branch	2005	6 Month

#### **Career and Application Information:**

Preferred Job Category : Bank/Non-Bank Fin. Institution, Garments/Textile, HR/Org. Development

Looking For : Mid Level Job

Available For : Full Time

Present Salary : Tk. 58000

Expected Salary : Tk. 78000

Preferred District : Dhaka, Munshiganj, Narayanganj

Preferred Country : American Samoa, Australia, Canada, France, India

Preferred Organization Types : Banks, Garments, Buying House, Manpower Recruitment, Group of Companies

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• Job Analysis &amp; Manpower Planning</li><li>• Compensation &amp; Benefits</li><li>• Performance appraisal</li><li>• HRIS/ HR Database Management</li><li>• Payroll</li><li>• Oracle</li><li>• Kormee</li><li>• MS Visio</li><li>• MS Word/ Excel/ PowerPoint/ OneNote</li><li>• Tax (VAT/ Customs Duty/ Income Tax)</li></ul>

**Extra-Curricular Activities:**

Besides, i have to play Drums, Lead gutter and bass gutter also. In my vacation or holiday riding bike with the various biker group.

**Language Proficiency:**

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bangla	High	High	High

**Personal Details :**

Father's Name : Late. Ranajit Saha  
Mother's Name : Ratna Saha  
Date of Birth : December 16, 1988  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 19882699501902735  
Religion : Hinduism  
Passport No : BX0333902  
Passport Issue Date : 10/7/2018  
Permanent Address : College road, Choumohani, Begumganj, Noakhali 3821  
Current Location : Narayanganj

**Reference (s):****Reference: 01**

Name : Mrs. Rahima Begum  
Organization : Ananta Group  
Designation : AGM  
Address : AEPZ, Siddhirgonj, Narayangonj  
Mobile : 01717078357  
E-Mail : rahima@ananta-bd.com  
Relation : Professional

**Reference: 02**

Md. Nazrul Islam  
Hup Lun Bd  
Manager  
DEPZ, Savar  
01848-060944  
Professional