

**Md. Zahedul Alam (Polin)**

Address: ℅.Md. Amir Hossain

Boro dewra,Adorshopara, Tongi-1701.

Mobile: +8801904608448

e-mail: [zapolin79@gmail.com](mailto:zapolin79@gmail.com)

**Career Object :**

I want to build up my career in private sector and creative environment. I am highly ambitious to do something different and new which will be helpful for my career as will as my country, nation and society.

**Employment History:**

**Asst. Manager**

**Admin,HR &Compliance (March 01,2019– Continue)**

**Smart tex international**

Company Location :House-23,Road-1

Sector-12,Uttara,Dhaka.  
Department : HR & Compliance.

**Senior Executive**

**HR &Compliance (October 02,2017– February 28, 2019)**

***Mark International***

Company Location :House-50/A,Road-10,

Sector-10,Uttara,Dhaka.  
Department : HR & Compliance.

**Senior Executive**

**HR &Compliance ( February 18, 2016 - September 30,2017)**

***Crown Easywear ltd.***  
CompanyLocation :Prodhanerchal,Gazipur, Sreepur,Gazipur.   
Department : HR &Compliance

* ***Duties/Responsibilities:***  
  Responsible for Day-to-day general administration that include daily attendance, leave, safety, recruitment, Legal & Corporate affairs.
* To arrange, conduct & process workers Recruitment & Selection as per set Recruitment & Selection policy & Procedure and ensure that a fair recruitment is followed.
* To process / maintain the employee's Personal file with all related papers as up-dated.
* To maintain employee 'Resign List' and 'New Recruitment List' for every running month.
* Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintain human resource records by designing a filing and retrieval system; keeping past and current records.
* To participate in Opening and Closing as per roaster made by factory Management.
* Assist Manager - Admin & HR in all administrative activities of the factory.
* To ensure & implement factory compliance requirements as per buyer COC & legal standards
* To find out the non-compliance issues by the daily monitoring & internal audit in the factory
* To take necessary initiative to remedy of all non-compliance findings consecutively
* To maintain relationship with worker between management to avoid any grievance
* To prepare & update of all compliance related documents/registers as per buyer's requirement
* To prepare Corrective Action Plan (CAP) against audit reports.
* To face audit like WRAP, BSCI, SEDEX, C-TPAT for different kinds of buyers
* To monitor daily workers safety issue about health & safety, Fire safety, Accident & rout case analysis
* To arrange training such as Orientation, Health & Safety, Fire Training, First Aid, Security Awareness training etc. effectively
* To assist & report to Manager (HR/Compliance accordingly.
* Ensure safety, product safety and compliance activities in workplace.
* To assist in preparing/ updating policies for compliance
* To maintain and make renewal of all necessary license/certificates/permits
* To arrange all kinds of meeting (Compliance Issue), make up to date the registers
* To assist in ensuring comfortable environment at work place

**Executive Officer**

**HR &Compliance (July 30, 2013–February 17,2016)**

***Crown knitwear ltd.***  
Company Location : 781-782,Vogra, Joydebpur, Gazipur.   
Department : HR & Compliance

**Meter Reader (February 22, 2008 - July 20, 2013)**

***Arma Electric Company***  
Company Location : Bangshal

**Academic Qualification :**

***Masters of Science (MSc.) Major in Chemistry***

Department : Chemistry

Institution : Govt. Rajendra College, Faridpur.

Result : 2nd Division

Passing of Year : 2002

***Bachelor of Science (BSc.) Major in Chemistry***

Department : Chemistry

Institution : Govt. Rajendra College, Faridpur

Result : 2nd Division

Passing of Year : 2001

***Higher Secondary Certificate (H.S.C)***

Institution : Kadirdi Degree College

Group : Science

Board : Dhaka

Result : 2nd Division

Passing of Year : 1998

***Secondary School Certificate (S.S.C)***

Institution : Kadirdi High School.

Group : Science

Board : Dhaka

Result : 1st Division

Passing of Year : 1996

**Executive Summary :**

Self motivated and a quick learner.

Very good communication and interpersonal skills and hard working attitude.

Ability to lead the team and meet deadlines.

Quick problem root cause analysis and solving skills.

**Career and Application Information:**

Looking For : Entry/Mid Level Job

Available For : Full Time

Preferred Job Category : Garments/Textile, General Management/Admin,

Merchandiser, Executive Office.

Preferred District : Anywhere in Bangladesh.

Preferred Country : Australia, New Zealand, United Kingdom

Preferred Organization Types : Merchandising, Clearing & Forwarding (C&F) Companies,

Multinational Companies,Buying House & Marketing.

**Language Skill :**

English : Able to Speak, Understand and Write in English.

Bangla : Able to Speak, Understand and Write in Bangla.

Hindi : Able to Speak, Understand.

**Computer Skill :**

Internet Browsing.

Operating System : Windows XP, Seven, Ten.

Office Management : MS-Office, Excel.

**Extra Curriculum Activities :**

Like to play Cricket, Football, Bedminton, Chess.

In pastime to watch TV and like traveling.

Attend to competition of general knowledge .

To know the country condition in newspaper.

**Personal Details :**

Father's Name : Late Md. Hemayet Kabir

Mother's Name : Mst. Rehena Sultana

Date of Birth : July 27, 1979

Gender : Male

Marital Status : Single

Nationality : Bangladeshi

Religion : Islam

Permanent Adds : Vill+Post- Kadirdi, U.P- Boalmari, Dist- Faridpur.

Current Location : Dhaka.

**Reference (s):**

***Reference-1* *Reference-2***

Name **: Mohammad Idris Ali** : **Md. Rabiul Islam**

Organization : Jagannath University : Advance Group

Designation : Section Officer : CEO

Address : JagannathUniversity,Dhaka : House-07,Road-08,Lane-02,Black-A,Sector-11,

Mirpur,Dhaka-1216.

Mobile : +8801676690960 : +8801716882024

E-mail : [idrismollah.du@gmail.com](mailto:idrismollah.du@gmail.com) : nicerabi@gmail.com

Relation : Relative : Professional

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Signature