Date: 03rd October, 2020.

To

The HR & Admin Department

**Bangladesh Honda (Pvt.) Limited**

Crystal Palace (12th Floor), House # 22

Road # 140, Gulshan-1, Dhaka-1212, Bangladesh

## Subject: Application for the post of **Senior Executive - Industrial Relations**

Dear Sir,

## With due respect, I would like to offer myself for the post of **Senior Executive - Industrial Relations** which is advertised inthe **bdjobs.com** online jobs posting on 03rd October, 2020. My resumes & necessary information are attached with this application for your kind & consideration.

**I would like to inform you my Current days:**

Currently, I am working at **AKH Eco Apparels Ltd. (AKH Group)** 495, Balitha, Shah Belishwer, Dhamrai, Dhaka-1800, Bangladesh as an **Welfare Officer**, from 11th December, 2017 to 31st March, 2019 and as an **Senior Welfare Officer**, from 01st April, 2019 to till now.

I was work **MONDOL KNIT WEARS LTD.** (Mondol Group) Nayapara, Kashimpur, Gazipur, Bangladesh as an **Officer-Welfare**, from 03rd April, 2014 to 10th December, 2017 **(03 Years 08 Month 08 Days)**

Currently I am admission going on **“MSS in Industrial Relation and Labor Studies (IRLS)”** Session: 2019-2020. Specialized Masters Programme in Institute of Social Welfare and Research Instruction University of Dhaka **(Dhaka University)** Duration of the Masters Programme:  One Years+ (15 Months-February, 2020 to April, 2021) Two days per week (Friday & Saturday- 02:30 PM to 08:30 PM).

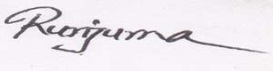
I just completed “Workplace Well-being Management (WWM) Course” across RMG sectors to meet the industry demand. The course will help to buildup capacity of Welfare / Compliance Officer regarding stress reduction and promotion of well-being (physical and mental) of employee in the workplace. After receiving the course, Welfare / Compliance Officer will be able to provide necessary counseling (psycho- social support) to develop capacity of workers in their professional and general life skills. Training Venue**:** UCEP Gazipur Technical School, North Salna, Gazipur. Duration of the Training:  100 Hours (03 Months 13 days) one day per week. I am completed Skills for Employment Investment Program (SEIP) Project, up grading skills development Training on Social Compliance and Fire & Safety*,* Session: March, 2019 to May, 2019.

I am completed **Post Graduate Diploma in Compliance Management (PGD in CM)** from Bangladesh Institute of Human Resource Management (BIHRM) Session: July, 2018 to December, 2018. I am completed Fire Safety & Compliance Training program, held from 15th January, 2017 to 27th February, 2017 at Alim Knit (Bangladesh) Limited. Supported by Skills for Employment Investment Program (SEIP) Project*,* Finance Division, and Ministry of Finance Units of Competency: 1. Labor Low. 2. Safety Inspection Procedure. 3. Compliance Audit. 4. Basic Rules & Regulation of Compliance. I have sound knowledge on Bangladesh Labor Act-2006 & Amendment act -2013 & 2015... I have Experience and Training in Compensation / Benefits / Attendance / Leave Management, Factory HR Administration, Training & Development… Industrial Relations, Labor counseling, Grievance handling etc.

Therefore,

I pray and hope that you would be kind enough to consider as an eligible candidate, whom you eager to collect for the better man of your **Bangladesh Honda (Pvt.) Limited**, **Senior Executive - Industrial Relations** Position.

Yours faithfully,



**(RunjumaAkter)**

## **C:\Users\acer\Desktop\Exprience\R-Akter\Photo..jpgCurriculum Vitae**

## **Of**

## **Runjuma Akter**

Mailing Address:

**Senior Welfare Officer**

**AKH Eco Apparels Ltd. (AKH Group)**

495, Balitha, Shah Belishwer, Dhamrai, Dhaka-1800, Bangladesh

Mobile # 01712-073601 or 01712-274441 E-mail: [runjumaju@gmail.com](mailto:runjumaju@gmail.com)

**Career Objectives:** To achieve a challenging career in any field, offering high career growth and potential in the area where analytical, logical and managerial skills can be put into application.

**Educational Qualification:**

**MSS in Industrial Relation and Labor Studies (IRLS)**

Name of University **:** Dhaka University, Bangladesh.

One Year+ (February, 2020 to April, 2021) **:** Two days per week (Friday & Saturday)

**Masters of Social Science in Anthropology**

Name of University **:** Jahangirnagar University, Dhaka.

Academic year & Obtained class **:** 2008, 2nd Class.

**Bachelor of Social Science (BSS) Hon’s**

Name of University College **:** Jahangirnagar University, Dhaka.

Academic year & Obtained class **:** 2007, 2nd Class.

**Higher Secondary Certificate (HSC)**

Name of Board & College **:** Dhaka Board. Savar Cantonment Publics S & College

Academic year & Obtained GPA **:** 2003, GPA-3.30 (Business Studies)

**Secondary School Certificate (SSC)**

Name of Board & College **:** Dhaka Board. Savar Cantonment Board High School

Academic year & Obtained GPA **:** 2001, GPA-4.00 (Science Group)

**Personal Information:**

Name **:** Runjuma Akter

Spouse Name **:**  Md. Saydur Rahman

Mother’s Name **:** Mrs. Nasima Jahan

Date of Birth **:**  22th May, 1986

Religion **:**  Islam (Sunni)

Marital Status **:** Married (One Daughter)

Nationality **:** Bangladeshi (Land of Birth)

National ID No. **:** 19862617239827374

Permanent Address **:** Village- Kathepara, Post Office-Shatpakea,

Upazila- Nalchity, Distract- Jhalokathi, Bangladesh.

Present Address **:** C/o, Md. Jahangir Hossain (Retired Senior Warrant Officer)

DendaborNotun Para, Falguni Housing, Nabinagar

Savar Cantonment, Savar, Dhaka-1344, Bangladesh

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| **JOB EXPERIENCE** |

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**My Current Job Responsibility as an Welfare Officer:**

* To establish contacts and hold consultations with a view to maintaining harmonious relations between the management of the factory and workers.
* Daily floor visit & ensure to Floor Compliance and follow up the 'Daily Compliance Check List' given by the higher authority of compliance department.
* Monitoring & record keeping of fire detection system and emergency light checklist according to the NFPA standard. Maintaining various registers related to compliance & welfare.
* Conduct the awareness program on rules and regulation, compliance & welfare issues, health, hygiene & safety; first aid etc. Ensure amiable & hygienic atmosphere in the work place.
* Look after the welfare provisions, such as grievance handling, social and recreational facilities, sanitation, personal problems etc. Do regular counseling and motivation of workers.
* To keep coordination with the medical officer of the factory for better services and treatments of the workers. To look after the affairs related to Maternity case.
* To co-operate Floor Management, HR & Administrative Officers and other concerned departments for legal management and labor practice. Keeping official record on welfare management.
* Works closely with top management and employees to improve work relationships, build morale, increase productivity and retention.
* Liaison with regulatory bodies & stake-holders like; BGMEA, Labor Court, Govt. Agencies, Labor Organizations. Monitor & follow-up different licenses, court cases and workers grievance related issues.

I was work **MONDOL KNIT WEARS LTD. (Mondol Group)** Nayapara, Kashimpur, Gazipur, Bangladesh as an **Officer-Welfare**, from 03rd April, 2014 to 10th December, 2017 **(03 Years 08 Month 08 Days)**

Name of the Organization **: Population Council (PC)** House # 15B, Road# 13, Gulshan-1, Dhaka-1212

Funding Organization **:** Population Council & Embassy of Kingdoms in Nederland, EKN.

Project Name **: BALIKA (**Bangladeshi Association for Life skills, Income and Knowledge

For Adolescent girls, Generating Evidence to Delay Marriage.)

Position Held & Duration **: Qualitative Research Officer**, From 12th July, 2012 to 30th March, 2014.

Name of the Organization **:** International Centre for Diarrheal Disease Research Bangladesh **(ICDDRB)**

Project Name **:** Cereal Systems Initiative for South Asia (CSISA) in Bangladesh

HBB: System Evolutions of Scaling Up of Helping Babies Breathe

Intervention In facility & Community Settings in Bangladesh

Position Held & Duration **: Field Research Assistant,** From 03rd January, 2010 to 15th April, 2011. **Field Research Officer (FRO)**, From 1st May, 2011 to 30th June, 2012.

**Skill & Knowledge:**

* Communications Skills - Excellent communications skill in written and spoken Bangla and English.
* IT & web skills-Sound knowledge on ISP & data product. Excellent IT & web skill.
* Have the ability to work individual and groups, strong communicating, interpersonal skill, managing and leading quality.
* Persistent and hard worker, ability to work under Pressure.
* Rapid learner and Self-motivated, good negotiation, logical & analytical skill.
* Proficient in reporting and maintaining total organizational accountability at the local level operation to maintain co-ordination with the central executive body.
* Capable to providing all kinds of relevant operational training to the local level workers in order to build their capacity and working skills.
* Capable to motivating all the local stakeholders about the entire organizational objectives, operations, implementations and achievements.
* **Strength:** Sincere, energetic, punctual, dynamic, innovative and creative. \* Self-starter, hardworking, integrity and trustworthy.
* **Passion:** Special interest in travelling to different places. Work with computer & making friends.\* Listening music, watching movies and web browsing.
* **Computer Skills:** Application package: MS Office (MS Word, MS Excel, And Power Point) E-mail Communication.
* **Language Skill:** Excellent Command on both Spoken & Written English and Bengali & Complete a university certificate course on Spoken and written English.

**Sports Competition Qualification:**

Bangladesh Inter-University Handball Competition-2009, Obtained position: Runner-up

Bangladesh Inter-University Athletics (4\*100 Meter Relay Race) Competition-2007, Obtained position: 02nd position

Bangladesh Inter-University Athletics (4\*400 Meter Relay Race) Competition-2007, Obtained position: 03rd position

34th Annual Sports (100 Meter Sprint) Competition-2009, Obtained position: 03rd position

34th Annual Sports (200 Meter Sprint) Competition-2009, Obtained position: 01st position

34th Annual Sports (400 Meter Sprint) Competition-2009, Obtained position: 01st position

34th Annual Sports (4\*100 Meter Relay Race) Competition-2009, Obtained position: 01st position

34th Annual Sports (100 Meter Hardles) Competition-2009, Obtained position: 02nd position

33rd Annual Sports (100 Meter Sprint) Competition-2008, Obtained position: 03rd position

33rd Annual Sports (200 Meter Sprint) Competition-2008, Obtained position: 02nd position

33rd Annual Sports (400 Meter Sprint) Competition-2008, Obtained position: 01st position

33rd Annual Sports (4\*100 Meter Relay Race) Competition-2008, Obtained position: 01st position

33rd Annual Sports (100 Meter Hardles) Competition-2008, Obtained position: 03rd position

32nd Annual Sports (100 Meter Sprint) Competition-2007, Obtained position: 02nd position

32nd Annual Sports (200 Meter Sprint) Competition-2007, Obtained position: 01st position

32nd Annual Sports (400 Meter Sprint) Competition-2007, Obtained position: 01st position

32nd Annual Sports (100 Meter Hardles) Competition-2007, Obtained position: 02nd position

31st Annual Sports (100 Meter Sprint) Competition-2006, Obtained position: 02nd position

31st Annual Sports (200 Meter Sprint) Competition-2006, Obtained position: 02nd position

31st Annual Sports (400 Meter Sprint) Competition-2006, Obtained position: 02nd position

31st Annual Sports (100 Meter Hardles) Competition-2006, Obtained position: 02nd position

30th Annual Sports (100 Meter Sprint) Competition-2005, Obtained position: 03rd position

30th Annual Sports (200 Meter Sprint) Competition-2005, Obtained position: 03rd position

30th Annual Sports (400 Meter Sprint) Competition-2005, Obtained position: 02nd position

30th Annual Sports (4\*100 Meter Relay Race) Competition-2005, Obtained position: 02nd position

And I’m also Participate in **Inter Hall Athletic, Handball and Cricket** in 2003 to 2009.

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| 2  **(RunjumaAkter)**  **Signature & Date** | C:\Users\acer\Desktop\Exprience\R-Akter\NID-1.jpg | C:\Users\acer\Desktop\Exprience\R-Akter\NID-2.jpg |