***Mailing Address:***

|  |
| --- |
| Head of Admin, HR & Compliance |
| Provita Breeders Limited (PBL) |
| A Concern of Provita Group |
| Mannan Nagar, Noakhali |
| **Cell No:** 01711-435831 |
| **E-mail: xavierfahmid@gmail.com** |

***Objective:***

Intended to build up a career with an organization and work in challenging and competitive milieu where available higher degree of responsibility, sense of duty, commitment, proper skill, diligence and I can also integrate my knowledge and skills to add value that organization and explore my potentials for learning growing and achieving a top position.

***Career Summary (Present):***

|  |  |
| --- | --- |
| **Company Name:** | **Provita Breeders Limited (PBL)** |
| Company Location: | 7 No. Dharmopur Union, East Shullokiya, Sadar, Noakhali |
| Duration of work: | From 15/01/2020 to still working |
| Designation: | **Head of Admin, HR & Compliance** |
| Department: | Administration |

**Provita Group** is the leading business group & a well reputed established brand name in the business area of Bangladesh & beyond. Provita is one of the oldest & the most popular names in poultry, cattle, fish feed & DOC industry. It is well respected for its pioneering, quality-focused trading, poultry & shipping businesses & more over for Day Old Chicks (DOC) production & supply to the market. It has a long history of determination & commitment towards excellence, integrity & a firm promise to deliver value to its consumers & clients since 2001.

***Job Responsibilities those I’ve to maintain as the Head of Admin, HR & Compliance:***

* Following up the administrative status & HR Operation/ HR Policy sent from head office.
* Maintaining general office administration, support organizational & staff management.
* Following up recruitment & selection process as per requirement.
* Preparing job description & performance standard.
* Keeping record of performance.
* Aiding in organizing training programs.
* Handling the benefits, wages and payroll administration of the employees.
* Query & grievances handling of the employees.
* Checking for the Budget, pre-joining documentation, current CTC of the candidate with the proposed CTC & getting the required approvals before issuing the offers.
* Preparing MIS & following up with the Business Development Manager.
* Issuing Offer Letters, Appointment Letters, Confirmation Letters & Transfer Letters.
* Taking exit-interview & issuing reliving letters & full & final statement of existing employees.
* Participating & discussing with management regarding the new policies.
* Maintaining the records of the employees by maintaining their personal files.
* Maintaining security & discipline of the project strictly.
* Coordinating & supporting to the management team & departmental head.
* Managing legal issue of the company.
* Managing day to day administrative work.
* Preparing attendance summary, hatch allowance, salary sheet, leave register etc.
* Maintaining leave policy including compensatory leave/ weekly leave/ holiday leave, casual leave, earn leave/ yearly leave, festival leave, medical leave, paternity leave, leave without pay, absent etc.
* Maintaining & developing housekeeping of the floors.
* Taking action to respect farm biosecurity rules extremely.
* Ensuring overall project security & safety system.
* Monitoring CC TV.
* Ensuring proper maintenance of all vehicles & fuel of the company; monitoring all mode of transportation in & out of the project & overall controlling of company vehicles.
* Maintaining liaison with local government offices such as PS, DC, & Labor Office.
* Responsible to maintain/arrange official meeting/ all occasion of the company as per management requirement.
* To ensure regular supply of all utility's services.
* Responsible for maintaining fire training drill regularly.
* Responsible for physical protection includes asset protection, work place violence prevention, access control system, surveillance with internal & external theft & threat.
* To coordinate COC HR & Production department during compliance audit.
* To supervise & control of duties, responsibilities of subordinate staff.
* Emergency action plan/ decision making & problem solving against raising any chaos for store, SCM, security, shed, hatchery, EMM, transport, canteen, fisheries & agriculture department.
* Responsible to maintain all gate pass.
* Responsible for overall Administration & HR mater in plant.
* To maintain daily accounts & ledger of the project.
* To keep record of project accounts & preserve all accounts related documents.
* To maintain the store & logistic related documents.
* To prepare monthly financial & logistic report to respective authority.
* To ensure compliance of procurement & administrative policies, standards, procedures & government VAT & Tax requirements.
* To establish & assist in maintaining effective internal control in the financial management of the project.
* To facilitate project team in integrated financial planning, budgeting & monitoring in accordance with program guidelines.
* To ensure standard record keeping & prepare & submit reports to stakeholders in time.
* To maintain high confidentiality of documents & information & take adequate measures for safety & security of documents, information & other resources.
* To assist Project Head in project financial management.
* To facilitate administrative, necessary functions & provide support to project team for smooth operation.
* Besides, doing the regular activities as per guidance & direction.
* Having thorough knowledge on Bangladesh Labor Code, 2006 as amended in 2015 & able to guide management in right perspective & conducting inquiry while necessary.

***Career Summary (Previous):***

|  |  |
| --- | --- |
| **Company Name:** | **Akij Biri Factory Limited (ABFL), A Concern of Akij Group** |
| Company Location: | Bhotemari Bazar, Kaliganj, Lalmonirhat |
| Duration of work: | From 01/02/2012 to 14/01/2020 |
| Designation: | **Factory Manager (Admin, HR, Operation & Compliance)** |
| Department: | Administration |

Akij Biri Factory Limited (ABFL) is the largest and oldest native national tobacco company in Bangladesh. It is the highest taxpayer industry among all national industries. ABFL performs a wide & diversified range of activities which start from tobacco growing to marketing of Biri both national & international market.

***Job Responsibilities those I had to maintain as a Factory Manager (Admin, HR, Operation & Compliance):***

* Implementation of written policies, procedures and standard of conduct & monitoring the administrative status.
* To maintain and update all the Legal Document files as well as training files of the factory.
* Have to maintain, organize, establish & control security & discipline strictly in the factory.
* Fully Handling setting up new Factory & Factory Shifting in new location.
* Updating assets list of the company.
* Have to prepare Salary Sheet, Provident Fund & Gratuity Sheet, Register for Leave, Register for labor and Wages for Labor etc.
* Have to plan production/operation activities, production/operation meetings and machine maintaining schedules, worker schedules & budget maintenance schedules & quality of products.
* Have to manage the whole industrial production/operation. Have to take care of all the features associated with a particular department. The safety measures have to be followed.
* If there are any quality related issues, I’ve to find out the reason & ensure that it is not repeated.
* Have to maintain distribution & transportation.
* Have to monitor CC TV.
* Have to collaborate & meet with other managers. Liaison with the financial department is of much significance.
* Ensure that receiving & shipping schedules are followed accurately.
* See to it that the workers always abide by the safety rules associated with the industry.
* Need to attend the scheduled corporate meetings & the scheduled meetings with The Honorable Chairman & training.
* Conduct performance reviews of employees.
* To maintain liaison with Customs or Government Offices.
* Have to face the internal Audit of the company & external Audit.
* Have to renew the Fire License of the factory after every year.
* Over all to handle the factory according to Labor Law 2006 & by turns as amended Sections.

***Career Summary (Previous):***

|  |  |
| --- | --- |
| **Company Name:** | **R. M. International** |
| Company Location: | Agrabad, Chattogram |
| Duration of work: | From 01/06/2009 to 31/01/2012 |
| Designation: | **Manager (Admin & HR)** |
| Department: | Administration |
|  |  |

R. M. International is one of the fast-growing leading companies in Bangladesh. It produces Buckram of Collar & earns a lot of foreign currency by exporting the products mostly to the Middle-East country & a few to the Western country such as America. There are about 130 employees in this institution.

***Job Responsibilities those I had to maintain as an HR & Admin Manager:***

* Supervise & manage all day-to-day office administrative activities.
* Vendor Management & Office Administration (Adequacy of Stationary/Provisions/Refreshments/ Adequacy of Sub Staff/) Courier & Dispatch (Inward/Outward/Outstation) / also making record of local maintaining.
* Co-ordination & maintenance of systems related to House Keeping.
* Managing vendors & keeping track of cycle of all maintenance contracts & AMCs.
* Keeping records of Visiting Cards, Utility Payments, Printing of Stationary etc.
* Maintaining record of AMC (Computers, AC, Cars, Pest Control and Insurance etc.) & taking care of Corporate Office & Branch Office.
* Handling complete facilities & infra structure of office & liaising with contractors & interiors for the same.
* Liaising with external agencies (Police/Municipalities/Corporation/Security Agencies etc.)
* Coordinating with Travel Agencies for Airlines & Railway bookings, Hotel bookings & Car arrangements for employees & guests.
* Monthly updating of the Leave Records of all the employees & following up for the leave applications with the employees.
* Having knowledge on drafting documents, letters, advertisements, dispatches etc.
* Keeping records of employees’ personal files, departmental files etc.
* Handling recruitment through various streams like bdjobs, chakrirkhobor etc.

***Academic Qualification:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Group/ Subject** | **Board/ University** | **Division/Class** | **Year of Passing** |
| LL.M. | Law | University of Chittagong | 3rd Class | 2009 |
| LL.B. | Law | University of Chittagong | 3rd Class | 2007 |
| H.S.C. | Business Studies | Comilla | 1st Division | 2002 |
| S.S.C. | Science | Comilla | 1st Division | 1998 |

***Training Summary:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Training Title** | **Topic** | **Institute** | **Location** | **Year** | **Duration** |
| Computer Training | Certificate Course in Computer Application | National Youth Development Training Institute (NYDTI) | Dhaka, Bangladesh | 2013 | 3 (three) Months |

***Career & Application Information:***

Looking For : Top Level Job

Available For : Full Time

Present Salary : Tk. 50000

Expected Salary : Tk. 60000

Preferred Job Category : Gen. Mgt. /Admin, HR/Org. Development

Preferred District : Anywhere in Bangladesh

Preferred Organization Types : Group of Companies

***Language Proficiency:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Bengali | Excellent | Excellent | Excellent |
| English | Better | Better | Good |

***Personal Details:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | : A.S.M. Jevier Fahmid | **Religion** | : Islam |
| **Father’s Name** | : Abdus Samad Azad | **Blood Group** | : A+ |
| **Mother’s Name** | : Naazmun Nahar | **Height** | : 5'6'' |
| **Date of Birth** | : October 01, 1983 | **Nationality** | : Bangladeshi |
| **Marital Status** | : Married | **National ID.** | : 19831213314109570 |
| **Sex** | : Male |  |  |

***Present and Permanent Address:***

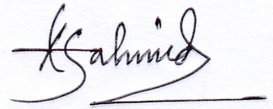
|  |  |
| --- | --- |
| **Present/ Mailing Address** | **Permanent Address** |
| A.S.M. Jevier Fahmid  Head of Admin, HR & Compliance  Provita Breeders Limited (PBL)  A Concern of Provita Group  7 No. Dharmopur Union, East Shullokiya  Sadar, Noakhali | C/O: Abdus Samad Azad  Muktijoddha Bhaban  Village: Charkushabari  PO: Dhamaitch Hat  Upozila: Tarash  District: Sirajganj |

***References:***

|  |  |
| --- | --- |
| **Brigadier General (Retired.) Md. Shameem Ahmed**  Chief Executive Officer (CEO)  Power Vision Group  House # 6 (7th & 8th Floor), Road # 16/A  Gulshan-1, Dhaka  **Contact No:** 01991-175757  **E-mail: ahmedshameem@gmail.com** | **Sushanta Prasad Chakma**  Attached Officer (Senior Judicial Magistrate)  Law & Justice Division  Ministry of Law, Justice & parliamentary Affairs  Bangladesh Secretariat, Dhaka  **Contact No:** 01820-108542  **Email: shusantochakma@gmail.com** |

***Declaration:***

I do hereby declare that all information here is true to the best of my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates/ papers.



**A.S.M. Jevier Fahmid**