

**Md. Anowar Hossain (Rajiv)**

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**Career Objective:**

To enhance Professional in a dynamic and fast paced Workplace, meeting new challenges and making them less complicated with my own skills and if necessary, work on my skills on which it requires to perform a task more efficiently.



**Employment History:**

**Total Year of Experience:** More than 4 Year(s)

### Executive-HR (18-July-2017-Continuing.)

Manpower-2475

Nice Denim Mills Ltd. Noman Group

Mawna, Sreepur, Gazipur.

### Jr. Executive- HR & Admin (01-February- 2016 to 17 July-2017)

Manpower-2500

Nice Denim Mills Ltd. Noman Group

Mawna, Sreepur, Gazipur.

**Duties/Responsibilities:**

# Key Responsibilities:

1. Recruitment and Selection.
2. Maintain and update employees’ personal file.
3. Disciplinary Procedure.
4. Training & Development- Orientation, Introduction, Onboarding. Employees Socialization.
5. Performance Appraisal.
6. Employee Exit Interview.

# Additional Responsibilities

1. Staffs/Workers Counseling.
2. Floor House Keeping.
3. HRIS
4. Issue lefty letter.
5. Compensation & Benefit- Prepare Employees Full & Final settlement, Earn leave, Maternity benefit bill.
6. Writing polices & Procedures.
7. Prepare office order and advertisement for vacant position.
8. E- Mail Correspondents of HR department
9. To promote healthy labor management practices.
10. Maintain, and follow up all legal registers are updated that required by law and audits/buyers.

### 3. Jr. Officer-HR & Admin (01- March - 2015 to 31 January-2016.)

Manpower-200

Eco Tech Multi Food Ltd. Dakkhinkhan, Dhaka.

**Audit Related Job:**

1. To deals with various buyer regarding HR & Compliance.
2. To monitoring and dealing with various audits (SEDEX, BSCI, C-PAT, OCS & GOTS etc.) and keep communication with external authority (Govt. Officials, buyer, audit & assessment firm).
3. Conduct internal HR & compliance audit and related Training and employee’s development activities.
4. To face HR & Compliance (Ethical, Technical, Security, Safety, ISO) audit.
5. Handling Standard**:** BSCI Audit, WRAP Audit, SEDEX Audit, C-TPAT Audit, OCS & GOTS Audits and Special COC audit for various buyers.
6. Buyer Handling: Wall-Mart, Best Seller, Next Sourcing, S. Oliver, Bay City, Reliance, LIDL (HK), ALDI, Max and M&S.



**Fields of specialization**

* Recruitment and selection.
* File Management.
* Factory HR Administration.
* Training and Development.
* Performance Appraisal.
* Company policy and compliance with related Labor Laws.
* Counseling for staff and workers.



**Achievement**

# IELTS (2012), score 07 out of 10

IELTS Teacher in World Rush Language Club.



**Academic Qualification**

2019- Till Now **PMBA**

### Institute: BIHRM

Result: Enrolled

2019- Till Now **PGDHRM**

### Institute: BIHRM

Result: Enrolled

### 2009- 2014 Bachelor of Business Administration (BBA) Institute: AUB

Result: CGPA-3.54 out of 4

2007 - 2008 **Higher Secondary Certificate (HSC)**

Institute: Mollartak Uddion School & College.

Group – Business Studies, Board – Dhaka; Result: GPA-3.80 out 5

2005 - 2006 **Secondary School Certificate (SSC)**

Institute: Mollartak Uddion School & College.

Group – Business Studies, Board – Dhaka; Result: GPA-3.38 out



**Training Summary:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Training Title** | **Topic** | **Institute** | **Location** | **Year** | **Duration** |
| HR Accounting | How to reduce overall  cost, proper manpower planning. | world  Research Academy | Dhaka | 2017 | Day long |
| Fire training | Basic Fire Prevention | Bangladesh fire service and civil  Defense | Gazipur | 2017 | Day long |
| Disciplinary Procedure. | Disciplinary Procedure in Light of Labor law 2006 & Labor Rules  2015 | Bangladesh Society for Apparel HR  Professional | Uttara, Dhaka | 2017 | Day long |
| How to Face Buyer and Legal Compliance in  RMG Industry | How to Face Buyer and Legal Compliance in RMG Industry | BSAHRP | Uttara, Dhaka | 2017 | Day long |
| Labor Law 2006 | Bangladesh Labor law  2006 Act & Rules 2015 | BSAHRP | Uttara,  Dhaka | 2018 | Day long |
| Compensation &  Benefit | Compensation &  Benefit | Advocate  Association | Dhaka | 2019 | Day long |
| Labor Law 2006 | Bangladesh Labor law  2006 Act & Rules 2015 | Advocate  Association | Dhaka | 2019 | Day long |
| HR Audit | HR Audit | Advocate  Association | Dhaka | 2019 | Day long |



**Computer Literacy:**

* **Operating system :** Windows (XP, Vista, 7, 8 & 10)
* **MS Office applications :** MS- Word, Excel, PowerPoint, Outlook.
* **Internet :** Web Browsing, E- Mail check & Forwarding, Chat



**Language Proficiency:**

* + Bengali as mother tongue.
  + English (Excellent Fluent Written, Spoken & Listening).
  + Korean (Basic)



**Personal Details :**

Father's Name : Late Sumsoddin Promanik Mother's Name : Anjumanara Begum

Date of Birth : 04 October 1992

Gender : Male

Marital Status : Single

Nationality : Bangladeshi (By Birth)

Religion : Islam (Sunni)

Permanent Address : Dakkhinkhan, Uttara, Dhaka-1230

## Current Location : Gazipur.



**Salary Status**

**Present salary: 26,500tk Expected Salary: 32,500tk**



**Reference (s):**

**Shofique Mahmud** Manager-Compliance Nice Denim Mills Ltd. Mawna, Sreepur, Gazipur. Mob – 01701 212515

E-mail: [Compliane@nice-denim.com](mailto:Compliane@nice-denim.com)

### Md. Biddut Sikder

Sr. Executive- Accounts Noman Group.

Mawna, Sreepur, Gazipur. Mob – 01710 505639

E-mail: [biddutsikder2@gmail.com](mailto:biddutsikder2@gmail.com)



**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

I really appreciate to take your valuable times to go to my CV. Please feel free to call me above number.

### Md. Anowar Hossain (Rajiv)

Dated: