

KAMRUZZAMAN SHEIKH



about

House#81,Road#2,Block#B,
Area-Durbati,
Kaliganj Municipality,
Gazipur.



kamruzzaman@execs.com



+8801555668899

Work experience

Liz Fashion Industry Limited, Gazipur.
Sr. Executive-HR, Admin & Compliance (2014 – Present)
Duties/Responsibilities:

- Ensure recruitment of workforce as per requisition based on strength & Follow up formalities for proper orientation/induction of new join employees
- Support recruitment process with new joiners' documentation
- Maintain Personnel Files, Attendance, Leave and Disciplinary issues of the employees
- Ensuring any workers final settlement, payments/maternity, out salary of separated worker, OT, daily attendance etc. in liaison with HRIS team
- Ensure implementation of the admin activities as per law & customers' requirements & company standards as well.
- To monitor compliance issues all over the factory on legal permit, child labor, forced labor, harassment, working hours, wages & benefits, maternity, health & safety, environment (ETP), etc. and taking corrective actions, as required.
- Updating of compliance reports, buyer portals time to time & keep update as required.
- Carry out regular compliance audit in all the production locations and put up recommendations, follow-up for implementation and provide reports thereof to the Unit heads.
- Provide compliance training like COC, PPE, Fire Safety, First Aid and Health Safety, to concerns & train the workforces.
- Develop and maintain up-to-date knowledge and skills on compliance affairs in the buyers' world.
- Strive to achieve continuous improvement and adhere to the best practices of the world class apparels industries as regards to the compliance.
- Prepare and update assessment of labor laws requirement from compliance point of view. Maintain environmental sustainability by required activities & work procedures.
- Responsible to drive welfare activities for smooth continuation of their regular activities, maintain effective working relationships with all staff of the company.
- Implement Code of Conduct Provided by the different renowned buyers.
- Follow up daily housekeeping activities to maintain clean & tidy workplace.
- Maintain environmental sustainability for organization throughout all the activities & work procedures.

Education

- **Bangladesh Institute of Management**
Post Graduate Diploma in Human Resource Management, 2018.
CGPA 3.54 out of 4
- **National University**
Masters in Science, Botany, 2009-2010.
First Class (69% Marks)
- **National University**
Bachelor of Science, Botany, 2005-2009.
Second Class (57% Marks)
- **Kaliganj Sramik College**
Higher Secondary Certificate, Science Group. 2005.
- **Khikara High School**
Secondary School Certificate, Science Group. 2002

Certifications

- **Teachers' Registration Certificate for Lecturer of Botany,**
Average Percentage Marks 66.50%.
NTRCA.
- **Higher Diploma in Computer Science and Programming**
National Training and Research Academy for Multilingual Shorthand.
- **Radio and Television Repairing Certificate**
Skill development Center, Technology Division, BSCIC.
- **DAI -DANIDA Plant Conservation Strengthen programme-phage-2**
Agriculture extension department,
- **Sixteenth Rover Moot Participation Certificate**
Rover Scout Training Centre Gazipur,
- **Annual Sports Programme Certificate**
Govt. of the People's Republic of Bangladesh District Sports Office, Gazipur.
- **Diploma in Graphics Design**
IT Vision Society, Dhaka.
- **Basic Ansar Training Certificate**
Ansar- VDP Academy, Gazipur.
- **edX Honor Code Certificate for IELTS Academic Test Preparation.**
University of Queensland in Australia through edX

- **Human resources: recruitment and selection**
The Open University in United Kingdom
- **Fire Training**
Bangladesh Fire Service and Civil Service Directorate

Linguistic

- Proficiency in written and verbal forms of Bengali and English, and able to maintain good communication network.

Personality

- Self-motivated and able to motivate others, Integrity, focused and dedicated, Hardworking, Enthusiastic and Optimistic.

Personal Details

Name:	: Kamruzzaman Sheikh
Father's Name	: Shahjahan Sheikh
Mother's Name:	: Mumtaz Begum
Date of Birth:	: 3 rd March 1986
Nationality:	: Bangladeshi
National ID Number:	: 19863313486600965
Marital Status :	: Married
Children	: 01
Religion:	: Islam
Blood Group :	: O (+ve)
Sex :	: Male
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Reference (s)

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