

# Resume Of

**Md. Sahidul Hoque**

G.P.GA-2/5, 3<sup>rd</sup> Floor, Room No: 09, Mohakhali, Banani, Dhaka-1213.

Mobile No 1: 01725974525

Mobile No 2: 01729048368

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## **Career Objective:**

To devote all of my knowledge, skills & expertise in my profession to provide the best performance as professional personnel so that I can build up my own career while contributing towards the organization's development.

## **Career Summary:**

More than 06 (Six) years and 04 (Four) months of running experience in the field of HR, Admin & Compliance.

## **Employment History:**

**Total Year of Experience: 06 (Six) Year(s) and 04 (Four) Month(s) Running**

### **1. Executive – HR, Admin & Compliance (January 01, 2022 – Continuing)**

**Etacol Bangladesh Ltd. (A Sister Concern of Chargeurs \* PCC)**

Company Location: House # 13, Road # 07, Block # F, Banani, Dhaka.

### **Duties /Responsibilities:**

- Recruitment, Selection, Orientation, and Training of staff employees and workers.
- Preparing and maintaining all HR-related documents of employees including personal files, leave files, attendance records.
- Prepare monthly salary & wages, Festival bonus, entitlement & disbursement, absent record, Overtime records & calculation TA & Attendance bonus.
- Work-related to PF (Provident Fund).
- Local procurement work.
- Handling all BEPZA labor-related work/ issues.
- Involve with all compliance issues at the factory as required by Accord, Alliance and liaise with Head Quarter's CSR team as required.
- Check and settle all local expenditure for the Dhaka Commercial office & the factory in DEPZ.
- Any other job assignment by the management from time to time.

## **2. Executive – HR, Admin & Compliance (September 16, 2021 – December 30, 2021)**

### **Dress World Ltd. (A Sister Concern of Vertex Group)**

Company Location: Vorari, Tetuljhora, Rajfulbaria, Savar, Dhaka.

#### **Duties /Responsibilities:**

- Handling worker & staffs database file info, keep records leaves & attendance management.
- To arrange, conduct & process worker recruitment & selection process as per policy & procedure & ensure that fair recruitment is followed.
- To maintain human resources records by designing a filing and retrieval system, keeping past & current records.
- Making personal files & updates.
- Processing & organizing preparation of letters of employment, contracts, promotion, transfer, reassignment, termination, retirement, confirmation in service, etc.
- Putting HR data in the HR database & preparing various HR-related letters.
- Establish & maintain an effective working relationship with all employees to initiate company activity & make independent decisions affecting all operations.
- Arrange training program for worker & staff on PPE, MSDS, salary breakdown, leave procedure, first-aid, firefighting, health & safety, compensation & benefit, etc.
- Deal with disciplinary action with workers & staff.
- To monitor & follow up with a daily compliance checklist.
- Maintain good housekeeping in the factory premises.
- Carrying out any other assignments given by the Head of HR, Admin & Compliance as & when required.

## **3. Officer – HR, Admin & Compliance (April 17, 2021 – September 15, 2021)**

### **Arkay Knit Dyeing Mills Ltd. (A Sister Concern of Palmal Group)**

Company Location: Zeerani Bazar, Kashimpur, Joydebpur, Gazipur.

#### **Duties /Responsibilities:**

- To do day-to-day general administration that includes daily attendance, leave and safety, corporate & legal affairs.
- Maintain daily attendance of employees & overtime records & control absenteeism and employees.
- To maintain the daily worker's recruitment, selection training & development to personal file preparing & keeping proper filing of the employees, salary administration, compensation and benefits, conduct orientation sessions and arrange for the new hires.
- Maintaining ID card & Biometrics punch system of each employee, all necessary documentation which is related to HR & Compliance.
- Responsible for day-to-day HR operations.
- Managing employee grievance.
- Factory opening & closing monitoring.
- To maintain & up to date all necessary licenses and renewal of contracts.
- To maintain good rapport with government & non-government officials.
- Maintain and manage up-to-date compliance files to ensure smooth administrative functions.
- Assess the requirement of various personal protective equipment (PPE).
- Assist HR & Admin Manager in all administrative activities of the factory.
- Any other job assigned by the management from time to time.

#### **4. Officer -HR, Admin & Compliance (January 01, 2018–April 12, 2021)**

##### **AbantiColour Tex Ltd. (A Sister Concern of Crony Group).**

Company Location: Crony complex Plot # S, A: 646 Shashongaon, Enayetnagar, Fatullah, Narayanganj - 1400.

##### **Duties/Responsibilities:**

- To do day-to-day general administration that includes daily attendance, leave, recruitment and corporate affairs.
- To maintain the employee's file with all related papers as up-dated.
- Provide proper support in the worker recruitment process and make their files.
- To monitor time section closely for regular activities, like – attendance checking, over time (OT) checking, software data posting, workers file and other necessary documents.
- To monitor closely the in and out time of the worker and the staff.
- Send the notice for lefty workers and maintain and register for that purpose.
- To assist the payroll section in preparing worker salary sheets and paying salaries among the worker at the end of the month in a disciplinary way.
- To remain involved with floor administrative issues like- mobile banking account etc.
- Data entry/maintenance into the software and ensure account and completeness of data in master files.
- To assist in the field of appointment, transfer, promotion of staff & workers.
- Managing employee grievance.
- Preparing the respective floor for buyer audit and visitor.
- To maintain discipline and security on the floor.
- Ensure floor housekeeping properly.
- To monitor and follow up with a daily compliance checklist.
- Arranging a new employee orientation program.
- Any other job assigned by the management from time to time.

#### **5. Jr. Officer -HR, Admin& Compliance (December 7, 2015–September 16, 2017)**

##### **NAZ Bangladesh Ltd. (A Sister Concern of NZ Group)**

Company Location: Mirzapur, Gazipur.

##### **Duties/Responsibilities:**

- Responsible for overall land & estate-related activities of the group.
- Responsible for properly updating and renewing all licenses (Fire License, Boiler License, Generator License, Trade License, BGMEA Membership, Acid License, Factory License, Environment License, etc.) from time to time of the group.
- Responsible for yearly review on DCR, Khazna, Challan etc. with proper approval of govt. office.
- Responsible for time-to-time survey follow-up.
- Maintain proper liaison with a government office.
- To assist recruiting procedure as per law.
- To assist in the field of appointment, transfer, promotion of staff & workers.
- To supervise & control daily attendance.
- To control & supervise the housekeeping section.
- Any other job assigned by the management from time to time.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration
LL. B	Law	Bangladesh University of Business & Technology (BUBT)	CGPA:3.55 out of 4	2015	04 Years
HSC	Humanities	Bhola Government College	GPA:5.00 out of 5	2010	N/A
SSC	Science	Karimganj Secondary School	GPA:3.25 out of 5	2007	N/A

**Career and Application Information:**

Looking For : Mid-Level Job  
Available For : Full-time  
Preferred Job Category : Telecommunications, Garments/Textile, Bank/Non-Fin. Institution  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization Types : Telecommunications, Garments/Textile

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>HRM &amp; Payroll Management System Software (Oracle)</li></ul>	<ul style="list-style-type: none"><li>Employment history</li><li>Recruitment</li><li>Salary, Wages, pay scale, increment, incentives, allowances etc.</li><li>Compensation &amp; Benefits</li></ul>

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali (Mother Tongue)	High	High	High
English	High	High	High

**Personal Details:**

Father's Name : Md. Azizul Hoque.  
Mother's Name : Ferdaus Begum.  
Date of Birth : December 26, 1992.  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 19920919157000315  
Religion : Islam (Sunni)  
Permanent Address : Vill. – Keyamullah, Post. – Khasher Hat, P/S –Tazumuddin, Dist. - Bhola.  
Current Location : G.P.GA-2/5, 3<sup>rd</sup> Floor, Room No: 09, Mohakhali, Banani, Dhaka-1213.  
Height & Weight : 5'5" & 60 Kg  
Blood Group : O<sup>+</sup>

**Reference(s):**

1. Md. Manirujjaman Khan  
Director  
HR, Admin & Compliance  
Etacol Bangladesh Ltd.  
Cell: +8801713063974  
E-mail: mkhan@chargeurs-pcc.com
2. Muhammad Abir Hossain  
Controller  
Finance & Accounts  
Etacol Bangladesh Ltd.  
Cell: +8801711471110  
E-mail: mhossain@chargeurs-pcc.com

I, hereby declare that all the information stated above is correct and complete.



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**Md: Sahidul Hoque**