




# Profile Of Md. Ali Musa Tanjir



Mailing Address  : 132, South Goran, Khilgoan, Dhaka-1219  
Contact  : 01830-451501/01732-5887464  
E-mail  : tanjirali3@gmail.com

## **Career Objective:**

Looking forward to work with an organization where I will have the opportunity to learn & grow in a professional environment, and apply my current knowledge, Skill, Experience & creativity in order to face challenges.

## **Career Summary:**

Human Resources Generalist with progressive experience managing employee benefits & compliance, employee hiring & onboarding, performance management processes, licensure tracking and HR records. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization. Proficient with HRIS, applicant tracking and benefits management.

## **Professional Summary:**

### **Total Experience: 08 Years**

Name of The Position	Organization	Department	Location	Join Date	Present Status	Total Duration
Manager (Incharge)- HR, Admin & Compliance	Nilorn Bangladesh Ltd.	HR, Admin & Compliance	Mirpur, DOHS, Dhaka, Bangladesh	January, 2022	Continuing	7 Months
Executive HR, Admin & Compliance	Maxim Label and Packaging Bangladesh Private Ltd.	HR, Admin & Compliance	Ashulia, Savar, Dhaka	April, 2018	Continuing	3.5 Years Months
Executive HR, Admin & Compliance	Scandex Knitwear Ltd.	HR, Admin & Compliance	AEPZ, Siddhirganj, Narayganj	March, 2016	March, 2018	02 Years
Officer HR & Compliance	Max Sweater BD. Ltd.	HR, Admin & Compliance	Rupganj, Narayanganj	February, 2014	February 2016	02 Years

## **Major Duties & Responsibilities**

### **HR Responsibilities**

1. Monitor Day-to Day HR Activities (Recruitment, Selection, Induction, Placement Promotion, Transfer, Increment, Leave Management, Compensation & Benefit, Regular Attendance, Absenteeism and Migration Training & Development)
2. HR Planning.
3. Policies, Procedure & Practices updated according to schedule.
4. Check and Verify monthly salary sheet.
5. Final Settlement.
6. Performance Appraisal.
7. Daily basis round all over the Factory to build Employee engagement.
8. Prepare Different Monthly Report Submitting to Management & Departmental Head.
9. Maintain Records and Compile Statistical reports concerning personnel-related data such as hires, Transfers, Performance Appraisals, and Turnover analysis and absenteeism rates.

### **Administrative Responsibilities**

1. Maintain Relationship with Worker between Management to avoid any Grievance.
2. Communicate with Government and other Law Enforcement agencies.
3. Maintain a Healthy and Employee friendly work Environment.
4. Collect the Employees grievances and solve the grievances on top most priority basis.
5. Handling Disciplinary action for the Employees & Worker in accordance with labor law and company policy.
6. Monitor Factory Health, Safety, Security & Environmental issues and continuously take initiative to improve.

### **Compliance Responsibilities**

1. Daily basis round all over the Factory to Identify Noncompliance issues.
2. Maintain Different Compliance Related Register to face Different Audit.
3. Take care all the areas for Facing Compliance Audit & Facing all Compliance related matter.
4. Support various Stakeholder regarding compliance issues.
5. Follow-up 100% implementation of buyer's COC and Labor law & Labor Rules.
6. Maintain Management guidelines by Preparing, Updating, and Recommending Compliance Policies and Procedures.
7. Prepared Audit Corrective Action Plan.
8. Wastage Management
9. Chemical Management
10. Risk Assessment
11. Any others job assigned by the Management.

### **Fields of Specialization:**

1. HRD Audit & HR Audit
2. Performance Appraisal
3. HR Inventory (Skill Inventory and Management Inventory)
4. HR Planning/Succession Planning
5. HR Accounting/HR Assets (HR Cost Accounting & HR Value Accounting)
6. HR Budget
7. Recruitment & Selection

8. Training and Development
9. Organization Development
10. Employee Motivation
11. Talent Management
12. Bangladesh Labor Law
13. HR Policy, Procedure and Practice.

### **Audit Experience:**

1. Buyer- C&A, Carrefour, GAP, Lidl, Zara, Tesco, Arco, Varner, Hot source, MIM, GEMO, Takko Natex etc.
2. Third Party- BSCI, WRAP, SEDEX, Inditex, C-TPAT, ICS, GOTS, OCS, GRS, FSC, TQP,
3. Practical Knowledge on Accord and Alliance Audit.

### **Leadership Responsibilities:**

1. Member of Recruitment Committee
2. Member Secretary of Participation Committee
3. Member Secretary of Safety Committee
4. President of Canteen Committee
5. Vice-President of Anti-Harassment Committee.

### **Key Skills and Competences:**

### **Professional Certification Courses:**

#### **1) Workplace Well-being Management Course**

Organized by UCEP Bangladesh (SNV Netherland Development Organization)  
Duration: 13 Weeks (100 Hours)

#### **2) Post Graduation Diploma in Human Resource Management (PGDHRM)**

Institution : United International University (UIU)

Passing Year : 2019

#### **3) Course Name : IRCA & CQI Approved Certified ISO 14001:2015 EMS Lead Auditor Training Course**

Organization Name : Bureau Vartites Bangladesh (BV)

Duration : 05 Days

#### **4) Course Title : Social Compliance & CSR Issues.**

Organization : BKMEA (iART)

Duration : Six Month

Result : A Grade

#### **Key Skills Include from this Course:**

1) Bangladesh Labor Law & Labor Rules- 2015	9) Industrial Relations
2) Human Resource Management	10) CSR Activities
3) Welfare Related Issues	11) Documentation and Policy Making
4) Occupational Health and Safety	12) Major International Social Standards

5) Different Kind of Sign	13) Business Communication
6) Factory Monitoring & Audit Technique	14) Productivity Related Matter
7) Environmental Standards	15) Commercial and Customs
8) Security Compliance / C-TPAT	16) Report Preparation and Presentation
<b>Practical Assessment:</b> 1) Factory Name : Abanti Colour Tex. Ltd. (Crony Group) Assignment on : Factory Assessment under Social Compliance & CSR 2) Factory Name : Overseas Fashion Limited. Assignment on : Factory Assessment under Social Compliance and CSR	

Training Summary			
1.	Training Title : Master in KPI Organized By : bdjobs Duration : 2 Days Facilator : Mr. Mostofa Kamal	4.	Training Title : Child Labor Remediation Organized By : Lidl Buying House Duration : 1 Day
2.	Training Title: Alliance Basic Fire Safety Training Organized By : Alliance Duration : 1 Day	5.	Training Title : Fire Fighter, Rescue & First Aid Organized By : Fire Service & Civil Defence Duration : 2 Days
3.	Training Title : QuizRR Organized By : Varner Buying House Duration : 1 Day	6.	Training Title: C-TPAT Audit Procedure Organized By : Hot Source Duration : 1 Day

### **Hard Skills:**

Computer in office Management: MS Word (Bengali & English), Basic & Advance Excel, MS Power Point, Internet Browsing.

### **Soft Skills:**

1. Interpersonal
2. Analytical Skill
3. Communication
4. Collaboration
5. Problem-solving
6. Leadership

### **Language Skills:**

Bengali : As Mother Tongue

English : Fluent (Completed Advanced English Course)

**Academic Attainment:**

Name of Degree	Board/ Institution	Group/ Department	GPA/Division	Passing Year
MBA	Bangladesh University of Business & Technology (BUBT)	HRM (Human Resource Management)	3.60	2013
BSS	National University	BSS	Second Division	2009
HSC	Cumilla	Humanities	3.20	2005
SSC	Cumilla	Business Studies	2.81	2003

**Personal Summary:**

Name : Md Ali Musa Tanjir  
Father's Name : Md. Ali Ajgor  
Mother's Name : Nasima Begum  
Permanent Address : Vill & Post: Ratanpur, P.S: Nabinagor,  
District : Brahmanbaria  
Present Address: : 132, South Goran, Khilgoan, Dhaka-1219  
Date of Birth : 20<sup>th</sup> September, 1986  
NID : 2396846491  
Nationality : Bangladeshi (By Birth)  
Religion : Islam  
Marital Status : Married

**References:**

1. Mr. Abul Hasan Khan  
Additional Secretary  
Bangladesh Energy Regulatory Commission  
Cell: 01715-022528
2. Mst. Farzana Sharmin  
Joint Secretary (Compliance)  
BKMEA  
Cell: 01712-577027

Signature & Date

Md. Ali Musa Tanjir