



# MD.MURAD HASSAN

Sound Knowledge About HR & Admin

☎ 01620854620

✉ muard97sust@gmail.com

📍 622, Alifnagar, P/o-East Badda, Dhaka-1212,

## EDUCATION

### Masters of Social Science (MSS) in Social Work

SSahajalal University Science &  
Techonology-(SUST), Sylhet, Bangladesh  
CGPA: 3.15 out of 4  
2002-2003

### Bachelor of Social Science (BSS) in Social Work

Sahajalal University Science &  
Techonology-(SUST), Sylhet, Bangladesh  
CGPA: 3.03 out of 4  
1998-2001

## SKILLS

- Manpower Planning & Recruitment
- Training & Development
- Leading the HR & Administration Team
- Industrial Relation
- Overseeing the ERP/Payroll Function
- Conduct Technical Audits Internally
- Remuneration & Salary Administration
- Knowledge of Labor Laws
- Planing HR & Administration Activities Annually
- Mail Corresponding
- Critical thinking
- Problem-solving
- Ensuring Full Compliance with Company Policies & Procedures.
- Conflict resolution
- Time management
- Microsoft Office

## ABOUT ME

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of Admin, HR & Compliance. To obtain a position that will enable the use of my strong organization skills.

## WORK EXPERIENCE

### ADHUNIK PAPER MILLS LTD. (Concern Of AKIJ Group)

Designation : Manager-Admin, HR      Feb 2022 - Till Now  
Bhaberchar, Gazaria, Munshiganj

#### Responsibilities:

- Monitor, Supervise & Control overall Administration,
- Exposed to Access Control & Time Attendance System, Deployment of Security Guard, Fire Fighting System, Evacuation Procedure & Emergency Contact
- Maintain Personal file, Promotion, Transfer, Increment & Perpormance
- Planing, Control and Maintenance of office tranports, office Equipment, property, assets .
- To Maintain liaison with the local govt. offices(PS, Labor Office, Titas gas, DESA, DESCO etc.
- Manage the recruiting process to attract and hire qualified candidates for position vacancies within the company
- Cordinate with top management and shoulder responsibilities & improve the operation systems and policies, develop MIS/ Reporting system
- Monitoring & Supervising Security system, Transport, Maintainance, Activities.
- Any other activities assigned by Management from time to time.

### Nextgen Style Ltd. (Newgen Group)

2017 - 2022

Designation : Manager-Admin, HR & Compliance  
H/O-6/4, Santibagh, 3Outer Circular, Road Rajarbag, Dhaka

#### Responsibilities:

- To discuss and negotiate with top management in preparation and implementation of different policies required by the local law and Buyers COC such as Company Policy.

## PROFESSIONAL TRAINING

### Electrical Safety Awareness

Mark-1 Technology Ltd, Dhaka

11 Nov 2016 – 12 Nov 2016

### Bangladesh Labor Law, 2006 & Industrial Relationship

Bangladesh Garment Manufacturers and  
Exporters Association (BGMEA), Dhaka

14 Feb 2015 – 15 Feb 2015

### Fire Fighting, Fire Prevention, Rescue & First Aid

Bangladesh Fire Service & Civil Defense  
Directorate, Dhaka

12 Sep 2013 – 14 Feb 2013

## AUDIT EXPERIENCE

- ITS-INTERTEK,
- OCS
- OEKO-TEX
- SGS
- ILO
- ACCORD
- SEDEX
- BSCI
- WRAP

## LANGUAGES

- ENGLISH

- To discuss and negotiate with top management regarding non-compliance issue found in the internal / External Compliance
- Audited especially where financial involvement is necessary
- To support Personnel & Compliance officer to solve technical problems and also help them to prepare Corrective Action plan (CAP) on the basis of External /Third party Social Compliance Audit report and also follow up the implementation according to the CAP submitted to the Buyers.
- To liaison with other internal /external department to ensure the Compliance requirement (i.e. legal papers- Trade License, EPB Certificate, Factory License, Fire certificate, Environmental Certificate etc.
- To attend the Training and awareness program as resource person regarding Social Compliance and also giving motivation
- To flow the guidelines of Social Compliance.
- To follow up the activity of the Social Compliance Team directly or through responsible Officer of the factory.
- To prepare & review technical compliance check list on the basis of the following :a) Housekeeping and maintenance of Equipments. b) Preproduction measures.
- To prepare weekly and monthly technical compliance plan and determine member of the audit team discuss with top management regarding findings in the internal, External, Technical audit and to take necessary corrective action accordingly.

### Provita Feed Ltd. (Provita Group)

2011 – 2017

Designation : Deputy Manager (Admin & HR)  
Progressive Tower (1st Floor), 1837, Agrabad, Chittagong

Responsibilities:

- Planning, developing, updating and implementing different policies and procedures pertaining to the strategies Administration
- Effectively organize and lead the administration team with responsibilities for office support, maintenance of transport pool,
- To ensure the all Office security & safety system.
- Audited especially where financial involvement is necessary
- To liaison with other internal /external department to ensure the Compliance requirement (i.e. legal papers- Trade License, EPB Certificate, Factory License, Fire certificate, Environmental Certificate etc.
- To attend the Training and awareness program as resource person regarding Social Compliance and also giving motivation
- To prepare & review check list on the basis of the following :
  - Housekeeping and maintenance of Equipments.
  - Preproduction measures.

### Shah Cement Industries Ltd.

2007 – 2011

Designation : Executive – Admin & HR

Empori Financial Center, Level-1, Plot-6, Road-93, Gulshan-2

**Responsibilities:**

- Ensure security at factory premises to protect assets and employee
- Maintain congenial working environment in factory premises by arranging adequate drinking water, snacks, proper ventilation, light, cleaning services, stocking, gardening etc.
- Ensure Safety at workplace by following standard safety practices. (safety equipment, First Aid box, maintain accident register, fire extinguisher, safety committee)
- Ensure utility Service support (staff canteen, FF&E, pantry items, repair & maintenance, stationery, workers uniform etc.) to run factory smoothly
- Housekeeping and keep factory premises, wash room neat & clean all times
- Transport Management
- Maintain relations with the office of factory inspector, labor inspector, Dept. of environment, local law enforcement body and other Govt. Stakeholders.
- Maintain compliance issues as per labor law
- Support HR functions in absence of Factory HR Personnel
- Perform any other admin functions as assigned by the Authority.

**PIACT Bangladesh (Non Government Organization)**

2003-2007

Designation : Training Officer  
Babor Road, Block-b, Mohammadpur, Dhaka

**Responsibilities:**

- To maintain liaison with the concerned officials and stakeholders.
- Conduction of Training at Upazila Level in 64 districts of Bangladesh.
- Maintain Liaison with the Upazila level GOB High Professional.
- Facilitate HIV/AIDS related sessions during the training.
- Moderate the Group Discussion Session during the Training.
- To take any kind of initiative as per need for the smoothly completion of training.
- Organize the core training program for trainer

**Personal Details :**

Father's Name : Md. Anish Uddin

Mother's Name : Setara begum

Date of Birth : February 22, 1981

Gender : Male

Marital Status : Married

Nationality : Bangladeshi

National Id No. : 1314559786242

Religion : Islam

Blood Group : B+

Permanent Address : Vill: west lautali, P/o- Lautali, P/S - faridgonj, dist- - 3652, Rupsha, Faridganj, Chandpur-3652

**Reference:**

Md. Forhad Hossain

Md. Naimul Huda

Labor Inspector (General) Ministry of Labour and  
Employment (Bangladesh)

Director, Newgengroupbd

Mobile: 01916-278759

Mobile: 01710-345332

Email: forhadsmbife@gmail.com

Email: naimulhudangsl@gmail.com

I do hereby declare that all informations here are true to my knowledge. If required and where applicable, these documents can be supported by appropriate authentic Certificate Papers.

MUHAMMAD MURAD HASSAN