

RESUME OF

MD.NEHARUL ALAM NAYEM

Cell No: 0565358931

E-mail: neharulalam89@gmail.com

Flat No-606, Al Mansur building, Electra Road.

Near holiday in Hotel,Abudhabi.UAE

Visa-Visit.

Objective:



A challenging position in an esteemed where i can utilize my potentiality and creativity that leads to achieve future growth and advancement.

Experience:

1. **Executive** (From 09th February 2020 to 20th March 2023)

Hr & Compliance

Kenpark Bangladesh (Pvt) LTD,

Hirdaramani group

CEpz, Chittagong

Bangladesh

2. **Compliance Officer** (From 11th, Mar 2017 to 06th February 2020.)

Univogue Garments Company Limited.

Epz, Chittagong

Bangladesh

3. **Compliance Officer** (From 10th, Oct 2015 to 06th, Mar 2017)

Mohara Asian Apparels Ltd,

A unit of ASIAN GROUP

BISIC, Chittagong

Bangladesh.

Job Responsibilities:

- To carry out the process of implementation of every aspect of compliance issue of world-class buyer's code of conduct respecting existing international and local labor law in association with key persons of the factories.
- To carry out health and safety program throughout the factories in association with concerned person as well as key persons of factories to avoid unexpected fire accident in the coming future.
- To keep follow up the initiative being taken for the health and safety throughout the factories from time to time.
- To keep every document up to date for presentation before the auditors, such as-salary sheet, pay slip, OT, Extra OT, register etc.
- To promote healthy labor management practices.
- To complete the monthly internal audit and submit the report to the top management.
- Provide training about different awareness issues to workers.
- Monitoring fire, electrical and building safety etc.

Job Performances:

In my job duration, I have faced

Social Compliance Audit- (Target, Wal-Mart, Kohl's, BJ Wholesale, Dick's, Perry Ellis, Levi's, American eagle, Next, Varner, M&S),

Security Compliance Audit- (Target & Wal-Mart.),

GSV Audit- (Hagger, American Eagle),

C-TPAT- (EXPRESS.)

WCA Audit (Hagger & Levi's.)

WRAP Audit.

Recruitment.

Take Disciplinary action.

Take worker training.

Training:

1. Successfully completed "Two days training on social compliance from Garments Development Cooperation (GIZ)
2. Three Days training from Department of Labor.
3. Completed Alliance Fire Safety Training.

Education:

Level : **Bachelor of Business Administration (BBA)**
Major : Human Resource Management.
CGPA : 3.010 out of 4.00
Passing Year 2014
Institute : International Islamic University Chittagong

Level : **Higher Secondary School Certificate (HSC)**
Group : Business Studies
G.P.A : 3.90 out of 5.00
Passing Year 2008
Institute : Chittagong Metropolitan Commerce College

Level : **Secondary School Certificate (SSC)**
Group : Science
G.P.A : 4.50 out of 5.00
Passing Year 2006
Institute : Nasirabad Government Boys High School, Chittagong.

Extra-Curricular Activities:

Good knowledge of Microsoft office management system, Adobe Photoshop. Concise, self-motivated, and good team leader, fascinated by high-technology, fluent in English, Bengali and intermediate in Hindi.

Personal Details:

Full Name : Md. Neharul alam Nayem
Father Name : Md. Nurul Alam
Mother Name : Ferdous Akther
Permanent Address : Village –Dharmapur, P/O-Azadi Bazar, P/S.-Fatikchari,
Dist.-Chittagong, Bangladesh.
Date of Birth : June 30, 1990.
Nationality : Bangladeshi By birth
Marital Status : Married
Place of Birth : Chittagong.
Religion : Islam
Blood Group : O+
Height : 5 feet 8 inches.
Passport No. : A05468779

I undersigned, hereby declare that I will be responsible for any wrong information provided here.

Signature



MD. NEHARUL ALAM NAYEM