



MD. ABUL HASAN

Asst. Manager (HR, Admin & Compliance)

K.A FASHIONS LTD.

✉ hrcahasan@gmail.com

☎ +880 1633161881

📍 Surabari, Kashimpur Gazipur-1346

🌐 <https://hrskillup.com/>

SPECIAL QUALIFICATION

Post Graduate Diploma HRM (PGDHRM) UK.

Institute : Academic of Business
Professional (ABP)

Pasing Year : 2025

Cisco Certified Network Association (CCNA)

Institute : AT Computer Solutions

Pasing Year : 2020

EXTRA SKILLS

- Knowledgeable about Bangladesh Labor Law
- Technical Audit face
- Face Social Audit
- Factory Compliance
- Document Processing
- Office Management
- Cpanel
- Hardware & Networking
- Web Developing
- configure Any Router

LANGUAGE

English

Bangla

Career Objective

I want to build a great career by facing challenges with honesty and sincerity, and prove myself as a skilled and capable professional in my field.

Career Summary

I have a total of 9 years of experience in the garments industry, including around 5 years of experience in the HR, Admin and Compliance section. I am skilled in HR operations, employee relations, policy implementation, and labor law. I have strong leadership and problem-solving skills to achieve organizational goals.

Employment History

Total Year of Experience: 9.3 yrs

1. Asst. Manager HR, Admin & Compliance (1.5 yrs)

(1 Feb 2025 - Continuing)

K.A Fashions Ltd.

Area of Expertise:

HR, Admin & Compliance (1.5 yrs)

Duties/Responsibilities:

- Overseeing the overall Human Resource Management, Administration, and Compliance of the organization.
- Implementation of HR and Compliance policies according to buyer's Code of Conduct and local government laws.
- Management of Most Types of social, environmental, technical, fire & safety, chemical safety, building & electrical safety audits, including BSCI, SEDEX, OEKO-Tex, and WRAP certifications.
- Implementation of Integrated safety and security management system across the organization.
- Implementation of Modern Housekeeping including at any organization.
- Preparing & follow up on various compliance and others audit-related checklists.
- Monitoring and handling all types of commercial licenses for the organization.

TRAINING SUMMERY

- **Social Compliance Management**
Solicitorsbd Associates
10 Days
- **Bangladesh Labor Act 2006 & Rules 2015 With All Amendments**
Solicitorsbd Associates
10 Days
- **Payroll Management**
Solicitorsbd Associates
10 Days
- **Fire & Safety Security**
Fire & Safety civil defiance Dhaka
03 Days
- **Industrial Relation & Grievance Mechanism Solution Procedures**
Bangladesh Compliance Society
02 Days
- **Social & Labor Convince Program (SLCP)**
International Associate Bangladesh Ltd
1 Day
- **Hardware & Networking**
Tanu Institute of Computer Studies (TICS)
6 Months
- **Database Management Program**
North Benggol Computer Technology (NBCT)
6 Months
- **MS Office, Computer Fundamental, Internet**
Tanu Institute of Computer Studies (TICS)
6 Months

ACCOMPLISHMENT

1. **K.A Fashions Ltd.**
URL: <https://kafashionbd.com/>
This is my 2nd portfolio.
2. **People Hub**
URL: <https://hrskillup.com/>
This site is about
HR, Admin and Compliance Related.

- Conducting monthly employee training on compliance policies and procedures, while handling disciplinary actions and grievances as per legal law.
- Regularly following up to ensure all corrective actions are completed as per the submitted Corrective Action Plan (CAP).
- Conduct periodic internal reviews or audits to make sure all compliance procedures are properly followed.
- Take immediate steps to improve factory conditions and ensure all buyer compliance requirements are properly followed to avoid noncompliance issues.
- Reviews Recruitments And Provides Oversight Of The Recruitment Process.
- Proper Monitoring, Providing Guide Line & Motivate Team For Effective Work Flow.
- Performing any other task assigned by the management whenever needed.

PREVIOUS WORK EXPERIENCE

2. **Snr. Executive HR, Admin & Compliance (2.7 yrs)**
(1 Jun 2022 – 31 Dec 2024)
K.A Fashions Ltd.
Area of Expertise:
HR, Admin & Compliance (2.7 yrs)
3. **Snr. Executive HR & IT (2.3 yrs)**
(2 Feb 2020 – 30 May 2022)
K.A Fashions Ltd. & K.A. Designwear Ltd.
Area of Expertise:
HR & IT (2.3 yrs)
4. **Snr. Executive IT (1.1 yrs)**
(1 Jan 2019 – 30 Jan 2020)
M.R Sweaters Ltd.
Area of Expertise:
IT (1.1 yr)
5. **IT Officer (1.8 yrs)**
(8 Mar 2017 – 31 Dec 2018)
SRP Sweaters Ltd.
Area of Expertise:
IT (1.8 yrs)

ACADEMIC QUALIFICATION

Masters (Kamil)

Institute : Baniapara Kamil Madrasah, Joypurhat.
Major : Humanities
Result : CGPA:3.3 out of 5
Duration : 2 Years
Pasing Year : 2016

PERSONAL DETAILS

- Father's Name : Md. Bulu Mondal
- Mother's Name : Shahera Bibi
- Date of Birth : 6 Apr 1992
- Gender : Male
- Height (Feet) : 5.6"
- Weight (Kg) : 65
- Passport No : A12226631
- Passport Issue Date : 9/10/2023
- Marital Status : Married
- Nationality : Bangladeshi
- Religion : Islam
- Permanent Address : Mashimpur,
ChalunjaHat - 5880, Shibganj,
Shibganj, Bogura 5810
- Current Location : Gazipur
- Blood Group : O+

REFERENCES

Reference: 01

Name : Romel Hasan
Organization : Epic Group
Designation : HR Manager
Primary Mobile No : 01943-367169
Primary Email : obakromel3@gmail.com
Relation : Professional

Reference: 02

Name : Motaher Hossain
Organization : Shephard Group.
Designation : GM Merchandising &
Marketing
Primary Mobile No : 01818304370
Primary Email : motahergm@gmail.com
Relation : Relative

BA (Fazil)

Institute : Dupchanchia Darus Sunnah Fazil Madrasah,
Bogura.
Major : Humanities
Result : CGPA:2.75 out of 5
Duration : 3 Years
Pasing Year : 2014

HSC (Alim)

Institute : Pilkuganj Shah Sultan Fazil Madrasah, Bogura.
Major : Humanities
Result : CGPA:3.42 out of 5
Duration : 2 Years
Pasing Year : 2009

SSC (Dakhil)

Institute : Gobindapur Dakhil Madrasah, Bogura.
Major : Humanities
Result : CGPA:3.83 out of 5
Duration : 2 Years
Pasing Year : 2007

CERTIFICATION

I confirm that all the information given above is true and correct to the best of my knowledge.



Md. Abul Hasan