

Md. Sujan

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Dhaka- 1212

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Career Summary

A dedicated and disciplined professional with over 5 years of experience in industrial operations and administration. Currently pursuing a BA in English from the University of Scholars, complemented by professional training in Industrial HR, Labor Law, and Compliance. Proven track record in handling administrative tasks, supporting recruitment processes, and successfully facing Buyer Audits. A quick learner with strong communication skills in Bangla and English, seeking a challenging position where I can utilize my leadership potential and commitment to contribute to organizational success.

PROFESSIONAL EXPERIENCE:

1. Designation: Line Input Man
Company Name: Armana Fashion & Apparels Ltd.
Duration: February 2021 to January 2026.
2. Designation: Packing Man
Company Name: Urmi Group
Duration: January 2020 –December 2020
3. Designation: Packing Man
Institute Name: Island Fashion
Duration: January 2019 –December 2019

PROFESSIONAL SKILLS :

Administrative Skills

- Strong office management and coordination
- Documentation, filing, and record management
- Scheduling meetings, appointments, and travel planning
- Data entry, reporting, and database management
- Asset, logistics, and inventory control
- Stay at the factory until closing if necessary to ensure all formalities are properly completed before closure.

Human Resource Skills

- Recruitment & selection support
- Employee onboarding & orientation
- Attendance, leave, and payroll support
- Handling employee grievances and queries
- Performance monitoring assistance
- HR policy implementation and compliance
- Manage the end-to-end recruitment process, including job postings, shortlisting, interviewing, and placement.

Communication & Leadership

- Excellent verbal and written communication
- Strong interpersonal and team coordination skills
- Ability to handle sensitive and confidential information
- Professional negotiation and conflict-resolution skills
- Face different types of Buyer Audit.
- Support management in implementing learning and development programs aligned with organizational goals.
- Collaborate closely with Production, Compliance, and Admin teams to ensure smooth HR operations.

PROFESSIONAL TRAINING :

- Industrial HR and Labor Law
- Industrial welfare and workers relationship.
- HR Admin (AHRSD) Compliance Masters
- Basic Computer Training (Ms Word, Ms Excel ,Ms Powerpoint)
- International Leadership Competition

LANGUAGE PROFICIENCY

- Bangla — Fluent
- English — Medium
- Hindi — Medium

ACADEMIC QUALIFICATION

Bachelor Of Arts

University of Scholars- Dhaka-1212 Banani

Department : English

Passing Year : Ongoing

Higher Secondary Certificate (HSC)

Mohanagar College,Dhaka

Department : Business Studies

Board: Dhaka

GPA : 3.58 Out of 5.00

Passing Year : 2024

Secondary School Certificate (SSC)

Ayla Secondary High School,Barguna

Department : Business Studies

Board: Barishal

GPA : 3.28 Out of 5.00

Passing Year : 2021

PERSONAL INFORMATION

Father's Name	: Md. Jahangir
Mother's Name	: Mst Najma
Permanent Address	: Vill : Ghatbariya, Post: Horidrabariya-8700 P.S: Barguna Sadar, Dist: Barguna.
Religion	: Islam
Gender	: Male
Marital Status	: Unmarried
Date of Birth	: 24 th November 2001
Blood Group	: A+ (Positive)
Weight	: 61 Kg
Height	: 5 Feet 9 Inch
Driving License	: DM126042P141