

Cover Letter

Date: 20th Oct 2025

To
Human Resource Department
ZXY International
GMG Tower, 89/1, North Badda, Pragati Sharani, Dhaka

Dear Concern,

First, I would like to convey my cordial respect to you and your renowned organization. My interest in the offered position of “Assistant Manager – Compliance” at your renowned organization has prompted me to forward my resume for your kind review and consideration.

I consider myself as a young, energetic & non-smoker individual with MBA & BBA in Human Resource Management (HRM) from the well-recognized universities of the country. Additionally, I have completed PGDHRM to enhance my professional smoothness. Besides, I am also trained up in several subjects such as BLL 2006, BLR 2015, Fire Safety, WRAP, Oeko-Tex etc. At present, I am serving as “**Asst. Manager – Compliance**” at **DBL Group**, one of the top leading conglomerates of Bangladesh. I have an extensive experience of 08 years & above in the field of HR & Compliance in multiple reputed Textiles & RMG super-brands such as Epyllion Group, DBL Group etc.

During my tenure, I got the opportunity to closely work with the standard of some world class brands such as H&M, C&A, VF Asia, PUMA, Hugo Boss, Next, Bestseller, Ralph Lauren etc. which has helped me to strengthen my demonstrative skills over compliance activities such as independently handling 1st/3rd party audits, in-depth social compliance assessment capability, smooth communication skill with buyers/auditors, enhanced analytical capacity, problem solving efficiency, proper time utilization and so on. I am proficient in MS Office applications (MS Power Point, MS Excel, MS Word, Outlook) & have an excellent command over English & Bengali. I am a quick learner & certainly understand responsibilities. I always strive as much as possible to meet corporate objectives by holding an intense work ethics.

Since, I am a resident of **Dhaka city**, therefore I believe I will be able to serve comparatively better to your organization. Besides, I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your organization would be mutually beneficial, as my educational background, relevant experience and qualifications would make me a perfect fit for your offered position and would also allow me to refine my skills in a new working environment.

Thank you for taking the time to review my credentials. I believe that I will obviously get an opportunity to proof my potentiality on your platform. I would like the opportunity to meet and discuss on how I can contribute to the better success of your business.

Yours sincerely,

Kajal Chandra Das
Asst. Manager - Compliance
DBL Group



Resume of Kajal Chandra Das

Career Summary

Have extensive experience of 8 years in the field of HR, Compliance in multiple RMGs. Work experience with super brand like Epyllion Group & foreign invested factory like ACS Textiles (BD) Ltd. At Present playing role as Asst. Manager - Compliance at DBL Group.

+8801688-068001, +8801868-718248  hr.kajal09@gmail.com  Sector 18, Diabari, Uttara, Dhaka.

Professional Qualification

PGDHRM

Bangladesh Institute of Management Studies.

Academic Qualification

MBA

Human Resource Management
Daffodil International University
CGPA – 3.21

BBA

Human Resource Management
American International University
Bangladesh (AIUB)
CGPA – 3.52

HSC

Science
Government Tolaram College,
Narayanganj
GPA – 3.90

SSC

Science
Narayanganj High School
GPA – 4.38

Computer Efficiency

- ✓ MS Word,
- ✓ MS Excel,
- ✓ MS Power Point,
- ✓ E-mail Communication

Language Proficiency

Excellent Command over

- ✓ Bengali
- ✓ English

Work Experience

8.6 Years of Experience at following organizations

- DBL Group**
Asst. Manager – Compliance (June 15, 2025 – till now)
- ACS Textiles (Bangladesh) Ltd.**
Asst. Manager – Compliance (Oct 16, 2023 – June 05, 2025)
- Shovon Group of Companies Ltd.**
Senior Executive – HR, Compliance (Apr 01, 2021 - Oct 14, 2023)
- Epyllion Group.**
Executive – Compliance (Jan 01, 2019 – Mar 31, 2021)
- Bannali Textile & Printing Ids. Pvt. Ltd.**
Officer – HR, Compliance (Feb 15, 2015 – Apr 30, 2017)

Role Clarification

- ✓ Implement and follow up Bangladesh Labor Act – 2006 (Amendment – 2018), Labor Rules – 2015 (Amendment – 2022) requirements,
- ✓ Implement and follow up existing buyers' COC (VF Asia, George, PUMA, NEXT, H&M, M&S, C&A, Bestseller, Hugo Boss, G-Star, Inditex, Ralph Lauren, Walmart etc.),
- ✓ Keep tracking & update required legal licenses and certificates of the factory,
- ✓ Assist in developing compliance related policies, procedures & SOPs,
- ✓ Regular floor visits to identify and solve non-compliant issues to meet the compliance standard,
- ✓ Make facility ready for any unannounced/ announced buyer visit & audit,
- ✓ Monitor and organize necessary documents for audit purpose,
- ✓ Independently face various audits (BSCI, WRAP, SEDEX, ICS, Better Work, ISO 9001, ISO 45001, SLCP, Step by Oeko-tex, Oeko-tex 100, C-TPAT, RSC, GOTS, QMS),
- ✓ Prepare corrective and preventive action plan by analyzing the root cause of non-compliance issues,
- ✓ Keep regular correspondence with buyers/auditors regarding NC remediation,
- ✓ Follow up security activities as per C-TPAT standard for US based buyers,
- ✓ Follow up & implement Accord/RSC, Nirapon requirements,
- ✓ Make internal audit schedule for the factory sister concerns & supply chain,
- ✓ Conduct internal audit periodically into the sister concern factories to identify risks & take proactive initiative to mitigate them,
- ✓ Keep coordination with factories & suppliers after audit regarding NC remediation,
- ✓ Monitor employee's grievance & take disciplinary actions accordingly,
- ✓ Educate employees over compliance standard & company policies,
- ✓ Maintain liaison with govt. authorities, stakeholders & business partners,
- ✓ Assist in Environment Management System standard (Higg FEM, BEPI etc.),
- ✓ Any other relevant tasks assigned by the management.

Interpersonal Competencies

- ✓ Problem solving capability
- ✓ Documentation capability
- ✓ Fair communication skill
- ✓ Proper utilization of time
- ✓ Cope up with diversified organizational culture
- ✓ Smart working capability

Personal Potency

- ✓ Loyalty & honesty
- ✓ Forbearing characteristic
- ✓ "Can Do" attitude
- ✓ Good listener
- ✓ Motivational behavior
- ✓ Cooperative nature

Professional Expertise

- ✓ BLA 2006, BLR 2015
- ✓ BSCI, WRAP, SEDEX, ICS, C-TPAT
- ✓ Occupational Safety & Health
- ✓ Fire Fighting & Rescue
- ✓ Grievance Mechanism
- ✓ Training & Development
- ✓ Core compliance
- ✓ General HR

Personal Interest

- ✓ Sports
- ✓ Travelling

Professional Achievements

- ✓ Played role as a "President" of Safety Committee.
- ✓ Got certificate from RSC for successful completion of Safety Committee Training.
- ✓ Got reward for "Best performer in Compliance" in 2022.

Training/Certificates

- ✓ Labor Law 2006 & Labor Rules 2015 from **Advocates BD Associates**
- ✓ Capacity Building Management from **University of Dhaka**
- ✓ Fire & Safety from **Fire Service & Civil Defense**
- ✓ WRAP Principles from **SGS Bangladesh**
- ✓ Oeko-Tex Standard 100 from **Hohenstein**
- ✓ Social Compliance Norms from **BKMEA**
- ✓ RSC Safety Committee from **RSC (RMG Sustainable Council)**

Personal Details:

Father's Name : Kanai Lal Das
Mother's Name : Biplabi Das
Present Address : Diabari, Sector 18, Uttara, Dhaka.
Permanent Address : 102, B. B. Road, Ukilpara, Narayanganj – 1400.
Gender : Male
Religion : Hindu
Date of Birth : 3rd April, 1990
Nationality : Bangladeshi (By Birth)
Marital Status : Married

Reference 1:

Name : Md. Abu Solayman
Designation : Deputy General Manager – Admin, Compliance
Organization : Palmal Group of Industries
Contact : +8801717308130
E-mail : a.solayman@gmail.com

Reference 2:

Name : Mohammad Mizanur Rahaman
Designation : Asst. General Manager – HR, Compliance
Organization : Shovon Group of Companies Ltd.
Contact : +8801730--785588
E-mail : csr@shovongroup-bd.com

Reference 3:

Name : Md. Maksudul Hasan
Designation : Deputy General Manager – HR
Organization : DBL Group
Contact : +8801954905060
E-mail : maksudul.hasan@dbl-group.com

Declaration:

I hereby declare that; the above information is authentic & reliable.



Kajal Chandra Das
Date: 20.10.2025