

# Resume of MD. ANIK ISLAM



## **Mailing Address:**

Selina Vila, House- GP Gha-193/2 A, School Road, Mohakhali, Dhaka-1212.

Cell : +88 01682230338

E-mail: anikparag26@gmail.com

## **Career Objective:**

To undertake a challenging career and utilize my skills in accounting and administration and become a hardworking and committed worker.

## **Summarized of Experiences:**

I have gathered knowledge & experience in Saif Powertec Ltd. with HSE (Health, Safety & Environment) Deputy Manager job. Total 08 Years above Monitored site activities for compliance with health and safety guidelines. Monitored implementation and enforcement of safety requirements. Maintained safety training records and provide a safety briefing and appropriate orientation. Conducted **First Aid Training** and ensured appropriate control measures and safe work requirements. Reviewed accidents and incidents to determine cause and implemented plans to prevent reoccurrence.

## **Responsibilities of HSE (Safety) Deputy Manager:**

- Initiate and roll out awareness sessions for all the employees
- Responsible for the overall management of the HSE to ensure the company adheres to all relevant legislative, regulatory and operational requirements.
- Design, develop, document, and implement all HSSE policies, procedures, and related forms.
- Conducting hazard identification and risk assessment
- Ensure the results of safety inspections are documented, monitor the investigation of accidents and injuries; ensure that corrective actions are taken; and provide recommendations for ways to prevent similar accidents.
- Assist in compliance reviews, general risk assessments and otherer safety assessment to support Health, Safety and Environmental management.
- Develop HSSE Audit Plan in accordance with the OSH Act and Regulations and formulate annual and quarterly HSSE Work Plans.
- Ensure that and adequate program of training for health and safety is established and the safety culture is encouraged amongst employees.
- Regular reporting to the management about the organization's overall health and safety condition.

## **Academic Qualification:**

Level	University /Education Board	Grade /Division
MPH in Occupational Health & Safety	Bangladesh University of Health Science	CGPA-3.68 Out of 4
Bachelor of Arts in History	Dhaka College (Under Dhaka University)	CGPA-3.13 Out of 4

## **Technical Qualification: -Personal Skills**

<b>Course Name</b>	<b>Medium of Instruction</b>	<b>Institute/ Training Center</b>	<b>Course Pass Year</b>	<b>Grade</b>
Training of Trainers (TOT) in FIRST AID	English	Bangladesh Red Crescent Society	2015	Pass
Training On National Disaster Response Team (NDRT)	English	Bangladesh Red Crescent Society	2015	Pass
Training of Trainers (TOT) in FIRST AID & FIRE SAFETY	English	Bangladesh Fire service & Civil Defence	2016	Pass
Training On Search and Rescue (SAR)	English	Training Centre of First Aid & Fire Safety (TCFF)	2022	Pass
Training on Fire Fighting, Prevention, Rescue and First Aid	English	Bangladesh Fire service & Civil Defence	2022	Pass
Hazard Identification & Risk Assessment & Risk Control (HIRARC)	English	Hermitage of Management & Standards Ltd.	2020	Pass
Training of Trainers (TOT) in Responsibility of Safety Committee	English	FBCCI & ILO	2023	Pass
Training on Leadership Excellence	English	B-ADVANCY	2020	Pass
Training of Trainers (TOT) in Chemical Safety	English	NOSHTRI, DIFE, MoLE	2023	Pass
Introduction to NEBOSH IGC	English	B-ADVANCY	2019	Pass
Internal Audit Training (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018)	English	Hermitage of Management & Standards Ltd.	2021	Pass
Training on ISO 45001:2018	English	CONSERVIA	2019	Pass
Training on Electrical Safety	English	BUREAU BERITAS	2019	Pass
Training on KAIZEN & 5S Techniques for Organizational Performance	English	Hermitage of Management & Standards Ltd.	2021	Pass
Internal Audit Training ISO 45001:2018	English	Hermitage of Management & Standards Ltd.	2020	Pass
Training On Good Lab Management Following ISO 17025:2017 Requirements	English	Sea Shore Engineering Management	2021	Pass
Training On Food Safety	English	SGS Bangladesh Ltd.	2022	Pass
Training On GSV/C-TPAT	English	Intertec	2022	Pass
Training On Gender Sensitization	English	Bangladesh Red Crescent Society	2014	Pass
Training on Post Disaster Needs Assessment	English	American Red Cross	2015	Pass
Training on ISO 28000:2017 Requirements	English	Hermitage of Management & Standards Ltd.	2020	Pass

## **Extra-Curriculum Activities:**

- Volunteer at Bangladesh Red Crescent Society Since 2010.
- Former Youth Chief Dhaka City Red Crescent Unit-BDRCS
- Worked as a First Aider for Bangladesh Games 2012.
- Worked as a Volunteer for Rana Plaza Bangladesh Red Crescent Rescue Team 2013

## **Computer Skills**

Working Experience & Knowledge with Computer, MS Work, MS Excel, MS power point, E-mail, Office outlook, Internet etc.

## **Personal Details**

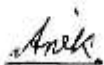
Name : Md. Anik Islam  
Father's Name : Md. Abul Kashem  
Mother's Name : Afruza Begum  
Date of Birth : 01 January 1993  
Presents Address : Selina Vila,House- GP Gha-193/2 A, School Road, Mohakhali, Dhaka-1212.  
Permanent Address : Vill: Mondoldia, Po: Hatirdia,,UpaZilla: Monohardi, Dist: Narsingdi.  
Marital Status : Married.  
Religion : Islam.  
Nationality : Bangladeshi by birth.  
NID : 19936815254000208  
Language Known : Bangla, English,Hindi.  
Height : 5` 7``  
Weight : 69 Kgs

## **References:**

Dr. M H Faruquee  
Associate Professor & Head  
Department of Occupational and Environmental Health.  
Bangladesh University of Health Sciences (BUHS)  
Mob: 01707405772

I do hereby declare that the above statement is correct and complete to the best of my knowledge.

**Md. Anik Islam**



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Signature