





S.M. MONZURUL ALAM CHOWDHURY (RONY)

 Bijoy Kunjo level 4 (B4), House No 22, Road No 13, Sector 13, Uttara Dhaka.
 +88 01672-914010 / +88 01816-003869
 ronychy731@gmail.com
 <https://www.linkedin.com/in/monzurulchy>



Career Objective:

A well-presented & adoptable graduate, with qualifications & a comprehensive skillset, underpinned by work experience in environments demanding self-motivation & focused approach. Willing and capable of taking responsibilities. A committed team player, with leadership ability, good communication skills to establish positive professional relationship.

Career Summary:

6.11+ years of working experience in HR department, in a range of multinational organizations and have experience in Compensation & Benefits / Payroll Management, Recruitment, Selection, Joining and Separation process, Attendance, Leave Management, Performance Mgt., HRIS, HR/payroll Budgeting, Emp. Income Tax, Collective Bargaining Agent (CBA), Provident Fund, Gratuity Fund, WPP & WF, Group Insurance and other HR & financial activities both manual and software based.

Key Expertise:

- Payroll Management, Income Tax.
- HRIS, PF, WPPF.
- Employee Engagement.
- Administration.
- Compliance, Risk Assessment & Mitigation.
- Housekeeping Management.
- CIP, LSS, Kaizen, OPL.
- SAP (Hana 6.0) for Purchase Requisition.
- Yearly HR Budgeting & Forecasting.
- Recruitment & Selection.
- Audit Management.
- Collective Bargaining Agent (CBA).
- Environmental Health & Safety (EHS).
- Disciplinary Procedure.
- Performance Management.
- Have ideas of Kormee software.
- Reporting, Documentation.
- Team Leadership, Motivational Activities.

Employment History:

Assistant Manager, Plant HR (January 01, 2021 – Continue)

Coats Bangladesh Ltd. - UK based Multinational Company

Location: Gazipur Plant, 468, Banglabazar Road, Rajendrapur, Gazipur-1703, Bangladesh

Department: Human Resources Dept.

Duties/Responsibilities:

Is to ensure operations HR at plant level (including Central Ware House) in managing IR (Industrial Relations), employee engagement, General Administration, welfare, recruitment & selection, training & development for all non-management roles to support all the concerning departments in the plant as business partner to help improve productivity, drive changes in compliance with the Company policy, procedures, code of conduct, ethics and local laws / regulations.

Industrial Relation:

- Play an active role in maintaining Industrial Relations with the Trade Union.
- Facilitate LTA (Long Term Agreement) with HR Director and Operation HR Manager and ensure completion of LTA within the time frame and in line with company goal.
- Maintain a harmonious relationship with CBA (Collective Bargaining Agent) by bridging management and employee relations by addressing demands, grievances or other issues.

General Administration:

- Ensure that canteen is managed as per the set hygienic standards and provide an uninterrupted service to its employees as per agreed standards.
- Responsible for management of contract labour appointed either through labour vendor or service agreement.
- Ensure that Security function is managed as per SOPs set with periodic inspections on high risk areas and proper follow up on goods going out of the Company
- Ensure that the fleet of common transport vans are maintained within its budgets, safety standards with optimum service to passengers.
- Maintain agreed infrastructure facilities at the Plant and ensure HR services such as issuing Uniforms, providing Loans, Insurance facilities are provided to employees as per Policies and Procedures

Employee Engagement:

- Lead and organize all Company functions headed by HR Department.
- Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.

Compliance:

- Handle all Legal Compliances and maintain healthy relations with all legal authorities, factory inspectorate, local authorities as and when required
- Protects the interests of employees and the company in accordance with Bangladesh Labour Law and company Human Resources policies
- Facilitate and prepare documentation and information required for compliance with laws

Training and Development:

- Manage and maintain in-house training facilities and to achieve training man-hour target
- Coordinate with the plant management teams, manage the training schedules and maintain the training reports.
- Work with HRIS team for ensuring smooth operation of the Success factor.

Health and Safety:

- Ensure the plant HR and Admin team adhere to the current company health and safety procedures whilst making suggestion for improvement
- Work closely along with line manager and H&S team members to play the vital role for increasing awareness and knowledge of the employee, contractor and visitors which will help them to move on with a safety standards for zero accidents in Plant and CWH (Central Ware House)

Achievements:

Awarded "Annual Award 2021" for pulling through a difficult role change and playing a vital role to Complete LTA.

Sr. Executive - Compensation & Benefits, HR (April 1, 2019 – December 31, 2020)

Coats Bangladesh Ltd. - UK based Multinational Company

Location: Tower 117, Tejgaon I/A, Dhaka

Department: Human Resources Dept.

Duties/Responsibilities:

Ensure compensation & benefits related operations using information system and software. The position will also support activities related to other HR Operations and HR Services.

Administering payroll & benefit disbursement

- Ensure timely input, processing and disbursement of all types of monthly payrolls through ADP (Global payroll outsourcing company) software. Also make sure the disbursement of final settlements on-time
- Respond to employee inquiries regarding payroll issues or concerns
- Maintain payment documents digitally and physically (as applicable) for supporting Audits
- Assist in calculating salary income tax as per prevailing tax rules of Bangladesh
- Ensure employee benefits are calculated and processed as per company policies
- Adhere to payroll policies and procedures and complies with relevant laws (Bangladesh Labour Act and Rules, Income Tax Ordinance etc.)
- Improve payroll and other payment processes whenever necessary
- Assist Reward Manager by providing information for salary surveys, updating policies, reviewing annual salary etc.

HR Budgeting, Accounting and Reporting

- Assist in preparation of annual HR budget and reconcile the variances on a monthly basis.
- Submit accurate journal information to Finance for relevant accounting
- Collaborate with Finance for monthly GL reconciliation for employee related payments
- Prepare routine and ad hoc operational and management reporting as and when required

Managing Information System and Software

- Manage and work ADP payroll systems and collaborate with Global partners in identifying and resolving issues related to the system/software
- Assist in managing employee information in SAP SuccessFactors
- Manage and work with local software and systems
- Identify information system related issues and resolve with the help of technical team

Others

- Support other activities related to HR Operations and HR Services
- Assist in Management of Funds such as: Provident Fund, Gratuity Fund, Workers' Profit Participation Fund etc.
- Collaborate with Plant HR teams to address workforce compensation and benefits related matters
- Any other jobs that are deemed necessary to be performed by this position

Achievements:

- Awarded "Excellence Award 2019" for Compliance Sales & Marketing DA allowance & RSA of CBL Employees

Welfare & HR Services Officer (November 1, 2018 – March 31, 2019)

Coats Bangladesh Ltd. - UK based Multinational Company

Location: Sagarika Road, Fouzdarhat IE, Chittagong

Department: Human Resources Dept.

Duties/Responsibilities:

To co-ordinate and support Plant HR Manager and advise the Business (Plant & Warehouse) on all aspects with regards to Welfare and Admin of permanent blue collar employees and do the same for contractual people under manpower contract and employees in locations under service vendors via their respective managers.

Welfare Activities:

- Support in implementation of employee care/engagement event calendar every year as per LTA
- Administer canteen service and supervise quality canteen catering while maintaining health and hygiene protocols.
- Arrange canteen committee meetings and work closely with vendor and CBA to close the actions generated from these meetings
- Provide support to Plant HR Manager in all Company-wide programmes as per LTA including but not limited to providing quality services to all employees during Ramadan, Picnic, Sports events
- Plan and control effective management of employee uniform, shoes, socks, umbrella etc. in collaboration with plant procurement lead.
- Coordinate with plant medical team to ensure proper medical dispensary and ambulance management with proper equipment as per labour law.
- Ensure required medical service and ambulance service at plant level and maintain proper record of first aid and medical services provided in medical room as per law.
- Maintain good liaison and relationship with all 3rd party contractors.

General Administration:

- Administer security, time & attendance, leave & holidays, travel & accommodations following the Company policy procedure and within the regulatory framework as defined in Bangladesh labour Laws.
- Administer access control at the gate house
- Manage the 3rd party vendors as per contract and ensure that the vendors are fully compliant with local laws, regulations.
- Maintain office furniture, equipment in good condition.
- Ensure all statutory licenses are duly renewed and updated at all times following the local laws/legislation.
- Maintain and update an effective employee administration database
- Monitor all gardening related work.
- Conduct routine inspection of production floors to find out the gaps and required actions.
- Maintain and provide all service-related support pertaining to prayer room, changing room and medical centre.
- Maintain pool car and monitor the shuttle buses for smooth execution of service
- Provide travel and accommodation related service to employees and CBA
- Participate in morning meetings when required to support service to employees
- Arrange logistics and coordinate with local vendors for campaigns related to H&S, CBA to create awareness among the employees.

Training and Development:

- Manage and maintain in-house training facilities to achieve training man-hour target for the plant
- Coordinate with plant management teams, manage all training schedules and maintain training reports

Health and Safety:

- Ensure all vendors (manpower and service vendors) adhere to the current Company H&S procedures as well as BLA/BLR whilst making suggestion for improvement
- Support Line Managers and H&S Team to play a vital role in increasing awareness and knowledge of the employee, contractor and visitors to drive safety standards for zero accidents in plant and WH.

Compliance Management:

- Provide support to prepare the plant and warehouse for international audits, compliance audits, customer audits etc.
- Assist Plant HR Manager to close all nonconformance to the company certified standards following external compliance audits (ISO, GRS, Decathlon, H&M, PUMA, Adidas, Walmart etc.) and internal audits (GIA).
- Work continuously on the action plan developed from different audits.
- Assist to close gaps from various local laws, rules and standards (e.g. Bangladesh labour rules)

HR Services Officer (January 1, 2018 – October 31, 2018)

Coats Bangladesh Ltd. - UK based Multinational Company

Location: Sagarika Road, Fouzdarhat IE, Chittagong

Department: Human Resources Dept.

Duties/Responsibilities:

To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Welfare and Admin & HR Manager pertaining to compliance with the Company policy, procedures, code of conduct, ethics and local laws / regulations.

- Ensure on time monthly payroll and other payment to all Management, Non-Management & Contractual employee.
- Ensure monthly updated HRIS report. (Payroll, Manning) & Management Meeting HR Review Data.
- Resolve all employees queries quickly and effectively (Related to Payroll)

- Monitoring & Coordinate to continuous development of Payroll process, time OFF and attendance system in line with business requirement.
- Ensure Group Life Insurance policy review, monthly update (inclusion/exclusion) as and when required.
- Coordinate, follow-up payroll audit for Group Internal Audit (GIA) & external.
- Coordinate, review and finalize Payroll budget during Company plan period.
- Ensure Pre & post-employment documentation i.e.; pre-employment health checkup, reference check, etc.
- Coordinate to facilitate career management, succession planning process for all functions.
- Ensuring all HR Service-related Payment through SAP Software.
- Maintaining all records of training man-hour and monitoring the same against the target.
- Prepare and circulate all Non-Management employees weekly working Hour Compliance Report.
- Assist Employee Relations Manager for housekeeping and Management.
- Maintain Stationary Management, look after all the procurement activities and prepare monthly training record report.
- Assist ERM to achieve all the EHS KPI in Chittagong Plant.
- Member of Monthly group Purchase committee.
- Member of Wastage sales committee.

Assistant HR (December 08, 2015 – December 31, 2017)

Coats Bangladesh Ltd. - UK based Multinational Company (Contractual)

Company Location: Sagarika Road, Fouzdarhat IE, Chittagong

Department: Human Resources Dept.

Duties/Responsibilities:

- Coordination total recruitment procedure of all Permanent contractual & third-Party employees.
- Monitoring leave management of all employee & prepare yearly Leave Statement.
- Monitor attendance of all departments and support manufacturing to ensure good attendance.
- Preparing Weekly OT report, monthly Manning & Man Hour Data.
- Preparing Monthly Joining & Separation Data.
- Operating Payroll Software and ensuring on time monthly payroll variable data and other payment to all Non-Management, Jr. Management & Contractual employee.
- Ensure monthly updated HRIS report.
- Preparing Monthly Management Meeting HR Review Data.
- Ensuring all HR Service-related Payment through SAP Software.
- Handle all HR related purchase & requisition issues. Monitor and ensure the all the services as per Agreements with 3P.
- Maintaining all records of training man-hour and monitoring the same against the target.
- Preparation & payment of maternity benefits.
- Maintain cash, Update cash book & Ledger.
- Check and verify bills, voucher and documents.
- Prepare debtors and creditors position.
- Weekly and monthly budget with variances.

Academic Qualification:

Master's of Business Administration (MBA)

| | | |
|-------------------|---|----------------------------------|
| University | : | BGC Trust University |
| Department | : | Human Resources Management (HRM) |
| Session | : | 2013-2015 |
| Result | : | 3.3 out of 4.00 |

Master's of Social Science (M.S.S)

| | | |
|---------------------|---|---|
| University | : | National University |
| Department | : | Sociology |
| Institution | : | Chittagong College |
| Session | : | 2010-2011 |
| Passing Year | : | 2011 |
| Result | : | 2 nd class (Published On 2014) |

Bachelor of Social Science in Honors (B.S.S)

| | | |
|---------------------|---|---|
| University | : | National University |
| Department | : | Sociology |
| Institution | : | Chittagong College |
| Session | : | 2006-2009 |
| Passing Year | : | 2010 |
| Result | : | 2 nd class (Published On 2013) |

Higher Secondary Certificate (H.S.C)

| | | |
|--------------------|---|------------------------|
| Institution | : | Islamia Degree College |
| Board | : | Chittagong |
| Session | : | 2003-2004 |

Group : Science
 Passing Year : 2006
 G.P.A : 2.70

Secondary School Certificate (S.S.C)

Institution : Govt. Muslim High School
 Board : Chittagong
 Session : 2001-2002
 Group : Science
 Passing Year : 2003
 G.P.A : 3.75

Training Summary:

| | |
|---------|---|
| 2 Days | Health and Safety Training Conducted by: Zahed Al Karim, Head of Health & safety (Global), Coats PLC Major topic: Safety Process in work environment. |
| 1 Week | IRI Training Conducted by <i>Institute of Industrial Relation</i> & Arranged by <i>Coats Bangladesh Ltd.</i> Major Topics: labor& Industrial Law, Organizational behavior, Increasing productivity, Management VS Workforce etc. |
| 1 Day | Safety Leadership Essentials (SLE) arranged by <i>Coats Bangladesh Ltd.</i> Major Topics: Health & Safety Issues, Project TARA, OPL& Kaizen, Risk & Hazard Issues. |
| 1 Day | Social Compliance and Industrial Relations conducted by Azadi Jobs. |
| 3 Month | Lab-Based Communicative English Language Course as Conducted by <i>Foreign Language Training Centre's (FLTC)</i> By Ministry Of Education And obtain grade" A". |
| 1 Day | Fire Safety & Mock Drill Training Conducted by <i>Bangladesh Fire Service & civil defense society.</i> |
| 3 Month | "Official course" conducted by Institute of Computer Technology (ICT) Under Ministry of Social welfare. |
| 1 Day | "Performance Appraisal- CBL 2019" Conducted by Group CHRO. Major Topics: How to be trained (Employee & Manager) Online Performance Review Process, Performance Evaluation process, Increment process (HOD) and Implement in SuccessFactors System. |
| 2 Days | "Amendment of Bangladesh Labor Law 2006" Conducted by K. Tomal Ahmed. |

Specialization:

| Fields of Specialization | Description |
|---|--|
| <ul style="list-style-type: none"> Labor Law Compensation & Benefits HRIS CBA Administration | <ul style="list-style-type: none"> - Labor Law 2006 with changes, Labor Rules 2015 - Act as core user in SAP HANA 06 implementation in Coats PLC - Oracle based Software-Payroll - Supporting & Assist LTA 2019-2020. - New Service format implementation for CBL Visitors. - New roster system implementation to control all driver's Working Hours Compliance. |

Personal Details:

Father's Name : Md. Nurul Alam Chowdhury
 Mother's Name : Meharun Nessa
 Date of Birth : 27th October 1987
 Nationality : Bangladeshi by birth
 Religion : Islam
 Marital Status : Married
 Permanent Address : Vill: Moghadia, P.O: Maliaish, Upuzilla : Mirsarai ,Chittagong.
 National ID No : 1592829379633

Personal Details:

Reference: 01
 Name : Sazzad Ahmed Khan
 Organization : Sewtech Fashions Limited
 Designation : General Manager Human Resources
 Address : Chittagong EPZ, Chattogram
 Mobile : 01730027367
 E-Mail : Sazzadahmed.khan@gmail.com
 Relation : Professional

Reference: 02
 Mahbooba Mehnaz
 Coats Bangladesh Limited
 Group Employee Engagement Manager
 Tower 117, Tejgaon I/E Dhaka.
 01313096036
Mahbooba.Mehnaz@coats.com
 Professional