

Md. Raju Chowdhury

Lack Villa-House-1077, Floor-C/6, Road-09, Shahjadpur, Gulshan,Dhaka-1212.

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Career Objective

Looking forward to work in a challenging environment. To obtain a position that allows me to utilize my skills and creativity for helping people and society. Finally, would like to prove that I am a valuable asset for the organization.

Career Summary

- **Senior Executive- HR Operations at Talent Centric Ltd.**
- Executive- Operations at Sky Tracker Ltd.
- Reporting Executive at Sky Tracker Ltd.
- Channel Assistant Supervisor at Sky Tracker Ltd.
- Supervisor at BTL-Active Ltd.
- Brand Communication Team at Spotlight Event Management Ltd.
- Post Graduate from National University of Bangladesh.

Experiences



Company Name: Talent Centric Limited

Company Location: House-5,(2nd Floor),Road-6/A, Baridhara, Block-J, Progoti Shoroni,Dhaka-1212

Company Type: HR Recruitment

Designation: Senior Executive- HR Operations

Client: Japan Tobacco International

Job Duration: 1st July , 2019 to Continue.

Duties Performed:

- HR Operation Management of the Nationwide spread 11000+ employees in 437 different location.in BD
- National HR Executives Daily Attendance Ensure
- National Field Force Daily Attendance Compile
- Posting Circular in different media for any vacancies
- Recruitment through interview for different vacant position
- To train the employees for their key responsibility in the work
- Employees Hard copy & soft copy Document like CV, Photos Appointment Letter, NID, Guarantor Agreement, Recruitment Approval, Interview Score Sheet, Nominee Form, Nominee NID, Educational Certificate, Resign Letter file Maintain.
- Field Force Salary-Incentive & Allowance Verification Calculation & Validation Nationally
- Payroll Management Employees Bank Account & Mobile Banking Account Verify for Salary Disbursement
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- Market visit for different Activation, Employee Motivation & Audit Purpose.
- Efficiently manage incoming and outgoing documents through outlet/postal /courier services of dispatch section.
- Maintain Software Database Nationally
- Ensure all inventory is properly tagged and recorded in the inventory records.
- Prepare Event/Activation Bill, Adjustment and others office Activities.
- Buildup the Business Relationship with Client

Activation:

- Monitoring Project BA Activation in Different Region
- BA Training / Launching Event Costing /Budget Prepare
- PO Wise Bill Ready for submit to Client
- Checking Attendance Sheet for Salary Disbursement
- ATM Card Disbursement to the employees
- Verification the right employee for salary & other payment Disbursement.



Company Name: Sky Tracker Limited

Company Location: H#147, 2nd floor, R#1, (East Side) DOHS Baridhara, Dhaka Cantt-1206

Company Type: Event Management Company

Designation: Executive- Operations

Client: Huawei Technologies Bangladesh Ltd.

Job Duration: 1st March , 2017 to 30 June, 2019.

Duties Performed:

- Monitoring 1000 HBC (Huawei Brand Consultant) Team.
- Conducting recruitment interviews and providing the necessary inputs during the hiring process.
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- Efficiently manage incoming and outgoing documents through outlet/postal /courier services of dispatch section.
- Ensure all inventory is properly tagged and recorded in the inventory records.
- Preparing the Salary Statements and Disbursed through master account.
- Prepare costing/Estimate of event/activation.
- Prepare event/activation bill, adjustment and others office activities.
- Build the business relationship with the client and ensure client satisfaction.

Activation:

Monitoring 1000 HBC (Huawei Brand Consultant) team. Meet the team sales target. Audit Compilation. IMEI Sticker Verifying. Preparing travel allowances bill. Assist to Client. Take daily market update & work update. And prepare execution power point presentation and MS Excel analysis. Recruit the new HBC including development and motivation through meeting & training. Carry out any other responsibilities as assigned by the management in time to time.



Company Name: Sky Tracker Limited

Designation: Reporting Executive

Client: Philip Morris Bangladesh

Job Duration: 1st December, 2016 to 28th February, 2017

Duties Performed:

- Monitoring RA & RA Supervisor
- Meet the activation target.
- Field execution of promotion activities.
- Market analysis and draw back summary.
- Take daily market update & work update and prepare report.
- Ensure proper record system is in place to track usage.



Company Name: Sky Tracker Limited

Designation: Chanel Assistant Supervisor

Job Duration: 1st April, 2015 to 30th November 2016

Client: Philip Morris Bangladesh.

Duties Performed:

- Monitor Channel Assistant's (CAs) activities.
- Meet daily Sales target. Meet daily Customer contact target.
- Strategic field execution Market analysis, draw back summary and provide daily report to reporting executive.



Company Name: BTL-Active Ltd.

Company Location: Ka-39/3, Pragati Sarani, 4th floor, Kuril, Dhaka-1229.

Company Type: Event Management & Activation Company

Designation: Supervisor

Client: Heidelberg Cement Bangladesh Ltd. & Marico Bangladesh.

Job Duration: 1st January 2014 to 31st March 2015

Duties Performed:

- Monitoring 10 (Brand Promoter Team).
- Relation buildup with Retailer & Consumer and Arrange Promotional Event.
- Meet daily Sales target. Meet daily Customer contact target.
- Strategic field execution Market analysis, draw back summary and provide daily report to reporting executive.



Company Name: Spotlight Event Management Ltd.

Company Type: Event Management Company

Designation: Brand Communication Team

Project: BCT Project for Marlboro

Job Duration: 7th March 2012 to 28th February 2013

Duties Performed:

- Meet daily consumer contact target & sales target.
- Directly interact with consumers and provide information about products.
- Visit different outlet or tea bunk to promote and increase brand value.
- Create awareness and try to convert.
- Generate sales opportunities and build consumer preference of a brand name.

Educational Background

[2014] **National University of Bangladesh**

- **M.B.A.** (Masters of Business Administration)
- Accounting
- **CGPA 2.67**

[2013] **National University of Bangladesh**

- **B.B.A** (Bachelor of Business Administration)
- Accounting
- **CGPA-2.73**

[2008] Shaheed Smrity Degree College ,Akhaura

- **H.S.C** (Higher Secondary Certificate)
- Group- Business Studies
- **GPA-3.20**

[2006] Devgram Pilot High School, Akhaura

- **S.S.C** (Secondary School Certificate)
- Group- Business Studies
- **GPA-3.00**

Career and Application Information

Looking For : Mid-Level Job
Available For : Full Time
Preferred Job Category : HR Operation | Payroll Management | Activation
Preferred District : Anywhere in Bangladesh

Extra-Curricular Activities

- Playing Cricket & Badminton , Travelling, Reading Book & Attend Motivation Training

Language

English : Standard in reading, writing and speaking.
Bengali : Excellent in reading, writing and speaking.

Volunteer Experience

- Excellent skills to work in a team at School, College and University. Sports Program, and other cultural activities.

Personal Information

Father's Name : Abul Kashem Chowdhury
Mother's Name : Anwara Begum
Permanent Address : House -30, Word- 4, Sharafat Ali Road, Vill : Mosjidpara,
P.O & P.S : Akhaura, Dist : Brahmanbaria
Religion : Islam
Date of Birth : 9st July, 1989
Nationality : Bangladeshi
Height : 5'4"
NID No : 19891220204707329
Marital status : Married

Reference

1. Md.Kasaruzzaman Di bosh
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2. Kazi Wazidul Islam Evan
Senior Manager
Talent Centric Limited
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Self-Appraisal

I consider myself as an ambitious but honest and sincere person. I accept challenges that come my way, with open hands. I am worthy of confidence and trust as I take utmost care not to betray them when they are bestowed upon me. I will put forth as much effort as I can to prove myself if I get the opportunity.

Md. Raju Chowdhury