

## REDWAN MASUD HOQUE

### Corporate HR & Organizational Development Professional

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Present Address: R.K. Mission Road, Gopibag, Dhaka



### ABOUT ME

A strong track record in Corporate HR and administration roles, with a primary focus on core HR issues with 15 years of work experience in multi-cultural environments in various positions. A skilled in leadership and networking and the ability to work cohesively with staff at all levels across the organization. At ease working in an international and multi-lingual environment.

I have resided in Middle Eastern states and travelled to over 6 (six) countries that help me deeply relate to people of various backgrounds and understand their issues and struggles. Besides that, I am an Organizer, Corporate Trainer & Presenter, Brand promoter, CSR specialist, E-commerce and E-marketing specialist, Interviewer, Recruiter, social media and online business promoter, etc. ...

### Core Competencies and Skills as a Corporate HR and Development Professional

- |                                      |                              |                                |
|--------------------------------------|------------------------------|--------------------------------|
| - Talent Acquisition and Recruitment | - Organizational Development | - Corporate Administration     |
| - Head Hunting & Succession Planning | - Employee Relations         | - Coordinate Top Management    |
| - Employee Engagement                | - HR Policy & SOP            | - Employer & Employee branding |
| - Group HR Operation                 | - HR Influencer & Motivator  | - Corporate Event Organizer    |
| - Corporate Trainer                  | - HR Communication           | - Business Development         |

### EMPLOYMENT HISTORIES ...

#### 1. ELEGANT GROUP

Current Position: **Assistant General Manager, Corporate HR & Org. Dev.**, from Oct 2021 to present

As a member of the Management Staff's Team, responsible for overall HR function in Elegant Head Office, Business units and mill premises. Ensuring effective leadership and guidance to uphold efficient service delivery standards of HR which are compliant with organizational policies. Elegant Group, holding company of a leading industrial group conglomerate active in different business areas; such as – **Garments, Apparels, Spinning & Textiles, Financial Services, Real Estate & Property, Coal & Commodities, Retail and Trading, etc.**

### OTHER EMPLOYMENT HISTORIES ...

#### 2. AARON DENIM LIMITED

Position: **Sr. Manager (Head of Corp. HR & Org Dev.)**  
Nov 2019 to August 2021

### **3. NICE DENIM MILLS LIMITED (SAAD Group)**

Position: **Senior Manager, Corporate HR & Business Development**  
Feb 2016 to Sept 2019

### **4. NOMAN GROUP, CORPORATE HEADOFFICE**

Position: **Asst. Manager, Human Resource Dept.**  
Jan 2015 to Feb 2016

### **5. ZABER & ZUBAIR FABRICS LIMITED (NOMAN GROUP)**

Position: **Asst. Manager - Factory HR (TNA)**  
June 2013 to Dec 2014

### **6. BEXIMCO TEXTILES LIMITED**

Position: **Sr. Executive, Central Administration, Corporate Headquarters**  
Jan 2010 to April 2013

### **7. Rada Trading Est. - (Middle East)**

Coordinator to CEO, From Feb 2007 to Aug 2009

**EDUCATION:** Master's in Business Administration – Al Zayed University, United Arab Emirates - 2006  
Bachelor of Commerce – Govt. Commerce College, Chittagong - 2003  
HSC – Govt. City College, Chittagong - 2000  
SSC – CKAC High School, Chittagong - 1998

**DIPLOMA, Short courses, AWARDS & CERTIFICATIONS:** Gained and achieved different professional awards and certifications by adding values and attending short and long term events, workshop & pieces of training.

#### ***More about me***

I am confident, clear and articulate communicator with excellent language skills and native speaker fluency in English. I am results-focused approach to delivery and an empowering and collaborative approach to team and people management. In addition I am an energetic and enthusiastic with strong analytical and report writing skills. I am experienced in developing policy and strategies to align operational delivery with business needs.

I can work independently with minimal supervision, having handled extremely confidential HR work with discretion and complete trust of senior colleagues. Extensive staff supervision experience, having managed large teams in various managerial roles. Responsible for regularly communicating policy messages to staff on different organizational processes and priorities. Strong focus on highlighting best HR work practices and corporate HR operations to streamline and maximize process efficiencies.

***Further details may discuss at the meeting, and references will be provided upon request.***

Thanking you sincerely, Redwan Masud Hoque