



REZWAN CHOWDHURY

- HR Professional

An Hr & admin professional (Hr & Admin operations) with 10+ years of professional experience in modern facility management, recruitment, training & development, HR services, project management and client relationship management. Also coming with exceptional organization, documentation, teamwork, problem-solving and Leadership abilities. Seeking to be hired for an organization; focusing on planning development & implementation, where creativity, sincerity, and performance are the criteria for one's appraisal and recognition.

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House No 12 (5 th Floor), Road No 2, Kaderabad Housing, Mohammadpur, Dhaka-1207.

AREA OF EXPERTISE

Recruitment, Training & Development, HR Operations

General HR Services & Finance Support

Administrative strategic planning and execution

Research, analyze and evaluate new service delivery methods and techniques

Renovation Project and Asset Management

Strategic Partner Management

Safety & Security Management

Fleet Operation

Estate & Property Management

Stakeholder Management

Grievance Handling

Protocol, Event & CSR

SOFT SKILLS

Teamwork

Communication

Multi Tasking

Decision-making

Attention to Detail

Organization and Planning

Delegation

Problem-solving

Negotiation

Team Leading

Interpersonal Skills

WORK EXPERIENCE

Specialist - Modern Facility & HR Services, HR Division

Aug 1, 2013 to Jan 31, 2020

Robi Axiata Limited

Duties/Responsibilities:

- Ensure the overall business is getting proper Facility and HR support to run smooth operation.
- Coordinate and handle all maintenance of office facilities including renovation, reparation, construction & expansion.
- Conduct emergency evacuation drill, safety awareness session and ensure HSSE proactively. practices in respective regions as per Robi Axiata Ltd. policies and procedure.
- Be vigilant to take proper maintenance of all company vehicles and monitor all movement of transportation in & out in a very cost effective and efficient manner.
- Handle security, theft accident /crisis handling, investigation and managing the situation by keeping continuous liaison with law enforcing agencies & govt. stakeholders.
- Initiate local procurement, vendor development and identification programs for various services with the objective of maintaining sustainable and mutually beneficial relationships with partners.
- Administrate on demand disciplinary matters of the organization considering management jurisdiction, organizational policy and Bangladesh Labor Law.
- Assist CEP to meet the target by ensuring proper monitoring of office utility services, stock maintenance of office accessories, vehicle maintenance / management on regular basis.
- Support to implement company initiated Corporate Social Responsibility (CSR) activities, various internal events and programs.

Executive - HR Operations, People & Corporate Division

Jun 1, 2010 to Jul 31, 2013

Robi Axiata Limited

Duties/Responsibilities:

- Assist departmental head in recruitment & selection process that include manpower requisition, job advertisement, resume screening, interview, negotiation and finalizing offer.
- Develop a pool of qualified candidates for different positions in advance of need.
- Complete the recruitment process in a timely and cost effective manner.
- Prepare job description and KPI (key performance indicator) for different positions of the company.
- Communicating with line managers to identify training needs and mapping out development plans for teams and individuals.
- Training coordination and assess ROI against trainings.
- Handle logistics for training activities including venues and equipment.
- Oversee and manage performance appraisal system that drives high performance.
- Drive & ensure right implementation of the reward/remuneration strategy.
- Review and approve all types of tour, benefit & facility claims.
- Overall follow up of employee's attendance, leave management, employee database & personal file management.
- Assist to develop & implement human resources policies and procedures.

Officer- Workforce Management, Commercial Division

Jan 3, 2010 to May 31, 2010

AKTEL

Duties/Responsibilities:

- Organize and manage workload through accurate forecasts, staffing calculations, schedules, and real-time service monitoring and management reports.
- Analyze and report historical data, trends and develop forecast models.
- Manage employee information changes (MIS).
- Short & long term workload forecasting.
- Work with human resources to coordinate the hiring and training of new employee resources.

IT SKILLS

- MS Word
- PowerPoint
- MS Excel
- Troubleshooting
- Tech enabled Services

LANGUAGES

- BANGLA
- ENGLISH

PERSONAL INFO

- Date of Birth : 4 March, 1988
- Citizenship : Bangladeshi by birth
- Gender : Male
- Marital Status : Married
- NID: 9571230987

REFERENCES

Jamil Ahmed
Director - Admin Operation
Metlife Bangladesh
Cell: +8801817183757
Mail: jamil.ahmed@metlife.com.bd

Muhammad Taha Alomgir
General Manager - HR Services
Robi Axiata Limited
Cell: +8801819210720
Mail: taha.alomgir@robi.com.bd

ACHIEVEMENTS

- Efficiently provided HR and Facility support to ensure biggest Merger.Co (Robi and Airtel) operation in Bangladesh.
- Space allocation, Contract management & Renovation work of Robi customer care expansion project successfully.
- Successfully organized the biggest Robi 4.5G & Airtel 4G+ launching event.
- Contributed at Regionalization project roll out of Robi Axiata Limited.
- Optimized office space utilization and meet CEP in line with company (Robi Axiata Limited) target.
- Conducted 50+ Emergency Evacuation Drill & Fire equipment training for employee safety awareness
- Contributed at project automation of Robi transport operation & facility service desk.
- Guiding Principle Champion in 2012, 2013, 2014 & 2015 for outstanding performance in core area and other cross-functional leads.

EDUCATIONAL QUALIFICATIONS

Post-Graduation Diploma (PGDHRM)

BSHRM & United International University

- Major: Human Resource Management
- CGPA: 3.39
- Year of passing: 2017

Master of Business Administration (MBA)

Independent University Bangladesh - IUB

- Major: Human Resource Management (HRM)
- CGPA: 3.06
- Year of passing: 2013

Bachelor of Business Administration (BBA)

Stamford University Bangladesh

- Major: Human Resource Management (HRM)
- CGPA: 3.04
- Year of passing: 2009

PROFESSIONAL TRAINING

Lean Six Sigma

- Problem Solving Methodology, Eliminate Time & Defect Issues and Optimizes Value Added Work.

Great People Great Habit

- Leadership Skill Development.

Getting Things Done

- Advance Negotiation Skill Development.

Labor Law

- Labor Law Functions 2006 & the amendments in 2013.

Fire Fighting & Rescue Operation

- Fire Safety, First Aid Support & Rescue Operation.

Personal Excellence through Neuro Linguistic Programming

- Personal Excellence Development Process.

Higher Secondary School Certificate

Govt. Syed Hatem Ali College, Barisal

- Group: Commerce
- GPA: 3.70
- Year of passing: 2005

Secondary School Certificate

Udayan High School, Barisal

- Group: Commerce
- GPA: 3.38
- Year of passing: 2003

OHSAS 18001:2007

- Occupational Health and Safety Management Systems.

Scquare

- Strategic Problem Solution Process.

PMP Basic

- Project Management Process.

Problem Solving & Mind Mapping

- Swift Decision Making Process.

Business Communication Leadership

- Modern Business Communication For Managers.