

CHANDAN CHAKROVORTY

Present & Permanent Address:

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Career Objectives

Focus to work in a suitable position in Administration, HR Operations or Strategic HR function with enriched responsibilities. Would like to work with a reputed organization that provides opportunities for adding value to organization's business through efficient utilization of my knowledge and experiences and also for my further professional development.

Major Qualification

Guest Lecturer of Bangladesh Labor Law, IR & Human Resource Management as well as former EC Member of Institute of Personnel Management (IPM). Achieved **MBA** degree with major in HRM from World University of Bangladesh (WUB). Obtained Post Graduate Diploma in HRM (**PGDHRM**) from the Institute of Personnel Management (**IPM**). Adapted skills to work with colleagues both as a team player and a leader.

Achievements :

Successfully operating the organization during Covid-19 pandemic in order to strengthen national economy. Implemented "Better Business for Children in Ready-Made Garment Sector" of UNICEF in South China Bleaching & Dyeing Factory Ltd,. Started "Better Work Bangladesh Programme" of ILO and IFC in Palmal. Brought congenial atmosphere in DNV(an establishment of Ananta Group at AEPZ), implemented strong welfare activities after joining as it was a highly challenging factory at the that time. Played a vital part in Shanta Group in order to achieve "Ethical Model Factory" certification from M&S and managed all the prerequisites matters in the transaction period while Dewhirst (a UK based company) was taking over the charges from local & Sri Lankan management.

Career Summary: Total years' of experience: **19 years**

19 years' of experience in HR, Administration, Compliance and IR functions with **South China Bleaching & Dyeing Factory Ltd (DEPZ), Palmal Group, Epyllion Group, Ananta Group (AEPZ), Shanta Group (DEPZ) & Youngone Corporation (DEPZ)**. I have also developed my skills & qualities in Production, Quality and Compliance needs of manufacturing Units.

- **General Manager- HR & Admin** : South China, DEPZ, Since November 15, 2017.
- **DGM- HR & Admin** : Palmal Group, November 15, 2015 to November 14, 2017.
- **AGM- HR & Admin** : Epyllion Group, February 01, 2015 to November 14, 2015.
- **AGM- HR & Admin** : Ananta Group, AEPZ, March 20, 2013 to January 31, 2015.
- **Manager- HR & Admin**: Shanta Group, DEPZ, May18, 2009 to March 19, 2013.
- **Assistant Manager- Administration**: Youngone, DEPZ, March 23, 2002 to May 17, 2009.

Major Duties & Responsibilities

My position responsibilities including but not limited to the followings:

- Working as a business partner of the Organization
- Assisting Managing Director to set up as well as obtaining Organization's long term goals.
- Analyzing both internal & External environment to set up overall business strategy.
- Designated for managing IR issues.
- Dealing with Workers participatory Committee (WPC) of the organization.
- Develop and deliver strategies in line with organizational objectives.
- Maintained an internal pipeline for succession planning for key positions.
- Maintain liaison with Legal Adviser/s on HR issues.
- Ensure the entire security and safety of the factory premises.
- Factory / Office Administration, set goals in senior level decision making strategy.
- Grievance handling, serve as a link between management and employees.
- Counseling, ensure HR plan support the needs of the business.
- Formulation & Implementation of short & long range policies and operation procedure.
- Monitoring & evaluating design and implement the "right people in the right place."
- Maintaining Training Schedule.
- Conducting Induction Program.
- Disciplinary Action.
- Coordinating Recruitment Team, design and implement strategic talent sourcing plan.
- Design and implement a Performance Management System to retain the workforce
- Compliance: Develop feasible and sustainable Corrective Action Plans (CAPs).
- Ensure social aspects-working conditions, labor standards & human rights.

Membership

- Associate Member of IPM (Membership no: 1060)
- Associate Member of BSHRM (Membership no: 20448)

Academic Qualifications

Master of Business Administration (MBA), from World University of Bangladesh in 2013.
Major: HR, GPA: 3.61 Scale: 4.

Post Graduate Diploma in HRM (PGDHRM) from Institute of Personnel Management (IPM) at 2009, securing First Class having Major on HR & Labor Laws.

Master of Social Science (M.S.S)

Rajshahi University- 1997
Class- Second

Major: Sociology.

Bachelor of Social Science (Hon's)

Rajshahi University- 1996
Class-Second

Major: Sociology

H.S.C (First Class)

Rajshahi Govt. College - 1993

Major: Science Group

S.S.C(First Class)

Rajshahi University School- 1991

Major: Science Group

Training

- Attend in a day long training on “**Entrepreneurial Operating System (EOS)**” on 27th Aug-2018; at Hotel Le Meridien, Dhaka. The Program was organized by Ms. Haraya Del Rosario-Gust.
- Participated in a day long training on “**Taking The Industry to The Next Level** “ on 4th April-2017; at Hotel Radisson, Dhaka. The program was organized by Better Work Bangladesh (BWB).
- Attended a day long training entitled “ **Inclusive Business In Garment Sector** “ on 8th October-2016; at BSHARP office, Uttara. The course was accomplished by SNV (working with women project).
- Took participation in a day long training on “ **Social Dialogue and WPC Handling** “ on 1st August-2016 at H&M Training Center, Uttara, Dhaka. Mr. Stirlig Smith, trainer from project consultant Just Solutions Network, UK was the facilitator.
- Participated in a day long training of **C & A Code of Conduct** for the Supply of Merchandise on December 23, 2015 at Badda Office of **C & A**.
- Took participation in a daylong training on “ **Emotional Intelligence at Workplace** ” on Sept 12, 2015. Mr. Jishu Tarafder of Corporate coach was the Trainer.
- Participated in a daylong session on “**Sustainable Impact Partnership Program (SIPP)**” on August 04, 2015 at Uttara Office of **H & M**.
- Attended day long training on “**Bangladesh Labor Laws 2006 & Amendment 2013 – A Comparative Analysis**” at Institute of Personnel Management (IPM) on September-14, 2013.
- Attended daylong training on “**C-TPAT**” at Bdjobs Training Office on 18th January-2013.
- Took participation in a daylong training entitled, “**Modern Concept of HR**” on 08th December 2011 at Prothom Alojobs Training Office.
- Took participation in a two days long training program entitled, “ **Disaster Prevention in Garment Industry- Fire Safety & Other Compliance Issues**” on 05th & 06th December-2010 at Hotel Sonargaon conducted by ITGLWF / FMA / SAI / BNC.

Personal Information

Date of birth	October 30, 1976
Gender	Male
Marital Status	Married
Nationality	Bangladeshi (by birth)
Father's name	Paritosh Kumar Chakravarty (Retd. Prof. of RU)
Mother's name	Ratna Chakravarty.
Current salary	N/A
Expectation	Negotiable.

Reference will be furnished upon request.



Signature