

S.M. MONZURUL ALAM CHOWDHURY (RONY)

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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:

Total Year of Experience: 6.11 + Years

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 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.

- Negotiate with CBA for labor union issues and deal with works councils.
- Prepare onboarding materials and coordinate onboarding activities with line managers for the Plant.
- Maintain core personnel data (e.g.: Set up/update/close personnel files, issue/amend employment contracts, employment letters and reference letters) of all non-management people of factory people.
- Maintaining and analyze HR master and payroll data in factory HRIS system(s).
- Collect, administer and report on data for employee work time, overtime, absenteeism, and report accordingly.
- Identify and Organize internal training requirements and events in factory (e.g.: coordinating trainers, inviting attendees, organizing training venues, gathering evaluation data).
- Manage exits including exit interviews and the provision of outplacement services where relevant.
- Administer various employee benefit programme offered by the company (e.g.: health care, car policy, work life balance).
- Assist with the design of, and set standards for, HR IT solutions and HR data management.
- Deliver internal, HR-specific administrative tasks (e.g.: supporting HR managers, planning cost Centre budgets, ordering material, planning of HR business trips, capital requests).
- Ensure the plant HR team adhere to the current company health and safety procedures whilst making suggestion for improvement by working closely along with line manager and H&S team members.
- Manage Employee, IR, Grievance: Drive / facilitate change management initiatives / projects and help improve productivity efficiency by handling all ER and IR related Projects. Updating management for future course of actions to mitigate IR risk at GZP-plants. Train managers in employee relations and how to interpret agreements. Monitor and handle all Grievance related issues as per company policy and law of the land.

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 on time monthly payroll, bonuses, incentives and other payments for more than 1800 employees.
- Coordinate / follow-up on payroll administration to ensure on time payroll disbursement.
- Follow up employee confirmation with reflecting actual compensation package on time.
- Various loan (PF loan, WPPF Loan and advances) disburse to employee & maintain loan database.
- Resolve employees Payroll related queries quickly and effectively.
- Bank Account open and ensure on time payment by Bank.
- Prepare prompt and accurate final Settlement reflecting all terminal benefits.
- Ensure Group Life Insurance policy review, update (inclusion / exclusion) as and when required.
- Coordinate with finance for GL reconciliation related to payroll, employee income tax & loans, advances and PF, WPPF.
- Coordinate, review and finalize Payroll budget during Company plan period.
- Coordinate & follow-up Internal (GIA) & external Audit.
- Recruitment, Selection & Placement, Promotion & Increment, Provide Offer & Release Letter, Appointment Letter.
- Designing & Implementing Min wage for all Blue collar & Service contracted Employee.
- Coordinate to continuous development of ADP Payroll process, time OFF, Performance Mgt. and attendance system.
- Handle contract extension, renewal & review matters and ensure on time completion of related processes.
- Coordinate employees annual Income Tax (TDS) Calculation & deduction by reflecting all payroll & non-payroll income.
- Coordinate to ensure Tax deposit, investment notification and provide annual income Tax Certificate to all employees.
- Coordinate to PF & WPPF Accounts, Investment and Annual Audit.

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:

- Assist ERM Preparing event calendar for the year, Monitor and ensure all welfare activities are organized on time.
- Coordinate with all canteen committee members and organize the monthly meeting in factory circulate minutes and assuring logical action taken of all the decision made in committee meeting in consultation with ERM.
- Assist ERM to develop a roster for different groups canteen timing in liaison with manufacturing team. Develop and trained the canteen staff to ensure cleanliness, health, hygiene and working hour compliance of canteen staff. Ensure safe working practices inside the factory premises by providing the EHS guided instruments /equipment's.
- Lead the welfare team to provide quality services in Ramadan month's Iftar and Sheri food services by the canteen staff within the budgetary control and managing the prayer timing properly in factory premises.
- Assist ERM to arrange, organize and supervise the various recreational functions on approval and ensures that refreshments on special occasions are arranged through caterers.
- Effective Management of Employee Welfare programs, Uniform/Shoe distribution, Medical and Ambulance services.
- Maintain Prayer room, change room, medical room related all hygiene & service-related issues.
- Ensures that efficient postal services are provided to the office through direct reports.
- Maintain office furniture, equipment in good condition.
- Monitor all gardening related works. Plantation to be done through plant providers.
- Update all factory licenses as and when required.
- Coordinate with local vendors for any function or program.
- Daily visit the factory premises (inside & outside as per check list) Look for any discrepancy.
- Support Plant HR Managers to create and foster positive industrial relations environment for both the plants.
- Deal with CBA (Collective Bargaining Agent) on regular basis to keep them aligned towards business priorities to drive implement continuous improvement / changes in the plant.
- Develop CBA office bearers and key employee (opinion makers) at the shop floor to help maintain a positive industrial relationship environment in the plant.

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:

- 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 *Institute of Industrial Relation & Arranged by Coats Bangladesh Ltd.*
Major Topics: labor & Industrial Law, Organizational behavior, Increasing productivity, Management VS Workforce etc.
- 1 Day** **Safety Leadership Essentials (SLE)** arranged by *Coats Bangladesh Ltd.* **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 *Foreign Language Training Centre's (FLTC)* By Ministry Of Education And obtain grade "A".
- 1 Day** **Fire Safety & Mock Drill Training** Conducted by *Bangladesh Fire Service & civil defense society.*
- 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.

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Labor LawCompensation & BenefitsHRISCBAAdministration	<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 : Late. Md. Nurul Alam Chowdhury
Mother's Name : Late. Meharun Nessa
Date of Birth : 27th October 1987
Nationality : Bangladeshi by
Religion : Islam
Marital Status : Married
Permanent Address : Vill: Moghadia, P.O: Maliaish, Upuzilla : Mirsarai ,Chittagong.
National ID No : 5050649168

Personal Details:

Reference: 01		Reference: 02	
Name	: Sazzad Ahmed Khan		Mahbooba Mehnaz
Organization	: Sewtech Fashions Limited		Coats Bangladesh Limited
Designation	: General Manager Human Resources		Group Employee Engagement Manager
Address	: Chittagong EPZ, Dhaka		Tower 117, Tejgaon I/E Dhaka.
Mobile	: 01730027367		01313096036
E-Mail	: Sazzadahmed.khan@gmail.com		Mahbooba.Mehnaz@coats.com
Relation	: Professional		Professional