



## KOWSHIK BARUA

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- DOB: 05/07/1992 | NID: 19921517431000163
- Key Competencies: HR operation activities, effective communication, learning from critics, managing Stress & time, complying with regulatory, (Compliance), setting priorities, driving for results.

### PROFESSIONAL EXPERIENCE

#### HR Officer & HRBP / Youngone Group, KSI GMT, KEPZ, Chattogram (June 2018 - Present)

- Responsible for manpower recruitment, selection & placement process ensuring procedures are followed in a timely and efficient manner.
- Monitoring automated attendance (working hours/overtime) and leave management through HRMS system.
- Prepare and ensure employee's appointment letter, ID card, confirmation letter, yearly increment letter.
- Processing transfers, promotions, and terminations.
- Salary/wage administration (salary fixation, preparation, process) and payroll management to ensure on time and accurate payment wages and compensation.
- Prepare and ensure on time settlement of bills (Final settlement, ML bills, service benefit bill, suspension allowance bill, medical allowance bill).
- Prepare new recruited employees bank account opening form and send to banks.
- Updated record keeping (Personal files, all HRM related data, documents & bills paid to employees).
- Give necessary support to employees to get provident fund loan.
- Maintain smooth communication with all departments including banks.
- Conducting training sessions on: worker's legal rights and benefits, disciplinary policy and procedure.
- Ensure and monitor electrician's license.
- Ensure strict compliance & regulations concerning with fire safety, environmental safety and customer's standard on social compliance etc.

#### HRBP Functions

- Ensure the strategic HR inputs in all Plants and align the Business leaders with strategic change.
- Work on aligning business objectives with employees and management
- Support the business leaders in all aspects of talent management & Talent development.
- Manage end to end performance management process including employee communications, advisory and guidance to managers.
- Provide input on workforce and succession planning as well as restructuring.

- Work closely with business leaders to identify plant training needs.
- Ensure all activities of Competency Mapping and identify the gap & initiate the competency development process.
- Work closely with regional team to implement HR programs relating to culture, performance management and talent management.
- Work closely with recruitment team to develop and implement creative sourcing strategies to build a pipeline of quality talents.
- Develop/rectify Organogram and JDs of existing/new plants & positions.

### **EDUCATION**

- **MBA** in Human Resource Management / Premier University, Chittagong - 2017  
CGPA 3.63 out of 4.00
- **BBA** in Human Resource Management / Premier University, Chittagong - 2015  
CGPA 3.21 out of 4.00

### **TRAININGS**

✓ Fire safety & compliance - Skills for Employment Investment Program (SEIP) ✓ Fire prevention, rescue & first aid training - Bangladesh Fire Service & Civil Defense ✓ Training of trainers, legal rights & benefits ✓ Workplace violence & harassment awareness ✓ Emotional intelligence, Stress management

### **PROFESSIONAL SKILLS**

✓ Microsoft office (Excel, PowerPoint, Word) ✓ Human resource management system (HRMS) ✓ Payroll management system (PMS) ✓ Recruitment & selection ✓ Communication & training ✓ HR report preparation & Job description preparation.

### **LANGUAGE**

✓ Bangla (Mother tongue) ✓ Proficient at both in spoken & written English

### **REFERENCES**

- Jashim Uddin

HR Manager | Youngone Group, KSI-GMT18, KEPZ, BD | E-mail: jashimuddin@youngonectg.com | Mobile: +88 01959 889 748 | Relation: Professional

- Gaurab Dewan

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