

Resume of

## Miraj Morshed Chowdhury

C/O: House# 339, F2, Moynarbag,

North Badda, Dhaka.

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### CAREER OBJECTIVE

To build a career by serving the best with integrity to the Organization. Achieving a dynamic and challenging job where I can use my technical and interpersonal skills, creativity and above all my learning experience in order to develop my career and as well as to contribute in the welfare of the Organization.

### PROFESSIONAL EXPERIENCE

- **Panjeree Publications Limited**



Working as **Executive** (Wing Head of Recruitment & Appraisal and Compensation & Benefit) - **Human Resources**  
September 15, 2019 to Present

**Job Responsibilities:**

- ✚ Monitoring Recruitment & Appraisal and Compensation and Benefit as Wing Head for **PPL** and its sister concerns **Dursoon Publications, Akkharpatra, PBS and Barotopa Printers Ltd.**
- ✚ Assisting CHRO in decision making as In-charge of the department for smooth operation & lead the team as well as organization.
- ✚ Monitoring employee's performance appraisal through KPI.
- ✚ Managing talent hunt and complete all the recruitment process according the requirements.
- ✚ Preparing monthly salary and overtime for PPL & its sister concern.
- ✚ Preparing Festival, Boishakhi & Profit bonus.
- ✚ Monitoring employee attendance, leave management and Annual leave encashment.
- ✚ Maintaining employee's provident fund.
- ✚ Look after employee's ML benefits, Hospitalization & Marriage benefit.
- ✚ Maintaining exit employees interview, clearance & their final settlement payment.
- ✚ Maintain & monitor employee's loan management.
- ✚ Preparing arrear salary/overtime/bonus.
- ✚ Maintaining file management.
- ✚ Policy making & updating.
- ✚ Issuing internal memo, letter & certificates.
- ✚ Maintaining all the bank related work.
- ✚ Coordinating with management for organization development.

- **Kenpark Bangladesh Apparel (Pvt.) Limited**



Worked as **Executive** (Wing Head of Recruitment and Disciplinary Action) - **HR, Admin & Compliance**

November 25, 2017 to September 14, 2019.

**Job Responsibilities:**

- ✚ Recruitment & Selection process monitoring as Recruitment Head.
- ✚ Handling internal dispute & taking disciplinary action as Zone Head.
- ✚ Following up training & development process.
- ✚ Conducting employee engagement related program.
- ✚ Motivational meeting with the leaders for helping them to achieve company goals.
- ✚ Assisting managers in decision making for running the team & organization smoothly.
- ✚ Assist & monitor daily & monthly HRIS & Payroll work through GTR (ERP Software).
- ✚ Performance evaluation & Yearly increment preparation.
- ✚ Confirmation, promotion, increment, transfer processing .
- ✚ Preparing daily manpower report & send it to concern department.
- ✚ Preparing daily cadre report.
- ✚ Lead the inquiry team for dispute settlement and making & submitting report to management.
- ✚ Dealing with Labor court, BEPZA & Labor organizations.
- ✚ Handling Food & Transport facility of worker, employee and Expat.
- ✚ Petty Cash Management.
- ✚ Bank related work.
- ✚ Absent report making, conduct absent meeting & sending absent letter.
- ✚ Preparing report & arrange award giving ceremony for best performer, best efficient team, best quality team.
- ✚ Conducting awareness program.
- ✚ Maintaining monthly struck off & resign report & their payment.
- ✚ File management
- ✚ Lead the team to achieve targets within given timeline.
- ✚ Preparing, checking & updating audit requirements, reports and personal file.
- ✚ Monitoring the organization environment for ensuring compliance.

- **Sanmar Properties Limited**



Worked as Junior Executive (Lifestyle Consultant).

March 18, 2017 to November 18, 2017.

**Job Responsibilities:**

- ✚ Counselling clients.
- ✚ Visiting projects with the clients.
- ✚ Helping team to achieve targets.

## ACADEMIC CREDENTIALS

### MASTERS OF BUSINESS ADMINISTRATION (MBA)

Result	:	CGPA 3.12 (Out of 4.00)
Major Subject	:	Human Resource Management
Year of Passing	:	2018
University	:	University of Chittagong

### BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Result	:	CGPA 3.38 (Out of 4.00)
Major Subject	:	Human Resource Management
Year of Passing	:	2016
University	:	Premier University, Chittagong





### HIGHER SECONDARY CERTIFICATE (HSC)

Result	:	CGPA 4.10 (Out of 5.00)
Year of Passing	:	2010
Group	:	Business Studies
Name of the Institution	:	Mirsarai College
Name of the Board	:	Chittagong

### SECONDARY SCHOOL CERTIFICATE (SSC)

Result	:	CGPA 4.31 (Out of 5.00)
Year of Passing	:	2008
Group	:	Science
Name of the Institution	:	Bamon Sunder F.A. High School
Name of the Board	:	Chittagong

## PARTICIPATIONS

-  Learning & certification program on “**KPI Based Performance Management System**” organized by **World Academy for Research & Development** (Nov-2020)
-  Seminar on “**KPI for Business Performance Analysis**” organized by **World Academy for Research & Development** (Feb 2020)
-  Training session organized by **Change Associate** for 20 Hours (Feb 2019) on
  - \* **Communication**
  - \* **Employee harassment in workplace**
  - \* **Building positive & respectful working environment**
-  Day long workshop “**Supply Chain Management**” Organized by **University of Chittagong** , Department of Marketing (April, 2015)

## SKILLS

### Computer Literacy:

Computing: Basic knowledge of Office application i.e., MS Office and other common applications with Internet surfing. Also able to type both Bengali & English with a good speed.

**Languages and Communication Skill:**

Excellent verbal and writing proficiency in both English and Bengali.

Self-driven, hardworking, change oriented, Positive Attitude, Capacity work under pressure.

**STRENGTHS**

- ✚ Time management & self-discipline
- ✚ Eager to shouldered responsibility & lead from the front.
- ✚ Strong communicating skill
- ✚ Ability of multitasking
- ✚ Self-development Skill
- ✚ Courage and honesty

**PERSONAL DETAILS**

**Father's Name** : Nurun Nabi Chowdhury  
**Mother's Name** : Jannat Ara Begum  
**Nationality** : Bangladeshi by Birth  
**Religion** : Islam  
**Date of Birth** : January 01, 1993  
**Sex** : Male  
**Marital Status** : Single  
**Permanent Address** : C/O: Sherazul Islam Chy Bari,  
Village: West Mithanala, Ward No # 05,  
P/O: Bamon Sundor, Darogerhat,  
P/S: Mirsarai, Dist: Chittagong.

**REFERENCES****1. Mr. Raihan Uddin Evon**

Manager (HR, Admin & Compliance)  
Fortis Group.  
Gulshan, Dhaka.  
Contact No: 01672-536920  
Email: raihan.evon@yahoo.com

**2. Mr. Md. Foisal Uddin**

Director (Admin & Finance)  
Fusion Foods Ltd.  
Rahman Bhaban, Nimtala, Chittagong  
Contact No: 01847-188702  
Email: foisal.fusiongroup@yahoo.com

I hereby acknowledge & authenticate, every bit of information mentioned in this document is correct by all means.

Sincerely yours,



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(Miraj Morshed Chowdhury)