

Resume of

Md. Safatuzzaman Chowdhury

Mojid Khan Bhaban, H- 369/B, Flat- 6/D,

Ahmed Nagar, Paikpara, Mirpur-1, Dhaka-1216.

Cell: +88 01770182518

[in](mailto:safathrm@gmail.com): Safatuzzaman-chowdhury-218826140

Email: safathrm@gmail.com



Career Objective:

To develop my career as HR Professional that leads to further growth in my professional skills and personal satisfaction by utilizing my skills and ability to work for the growth of an organization.

Career Profile:

- ♦ Expertise: Experience in Human Resource Management & Administration department with Sound Knowledge in ideology and procedures for human resources modelling, succession planning, performance Assessment, leadership technique, training module, health and safety, personnel recruitment, selection, training, compensation and benefits, labour relations and negotiation.

PROFESSIONAL EXPERIENCE

Executive- HR (July-15, 2017 to Continuing), Department: HR
DBL Group: (Thanbee Print World Ltd & Parkway packaging and printing Ltd.)
Company Location: Sardagonj, Kashimpur, Gazipur.



Duties & Responsibilities:

- ❖ Prepare competency based question sets, conduct aptitude test, CV Screening, Sorting, initial interviews, support and coordinate in other tools to bring out the best candidates.
- ❖ Ensure proper process of placement, joining and appointed related tasks, pre and post-employment reference check, record keeping of all recruitment related document and preserve for reporting.
- ❖ Proper documentation of personal file, record of workers', staffs & officers.
- ❖ Carry out manpower planning to forecast future demand and supply.
- ❖ Design and implement overall recruitment and selection strategy.
- ❖ Develop and update job descriptions and job specifications.
- ❖ Design Factory Organogram & Department wise Organogram.
- ❖ Supervise regular attendance and leave management.
- ❖ Maintain overall compensation & benefits.
- ❖ Process monthly payroll system.
- ❖ Maintain workers & employee's disciplinary procedure & final settlement.
- ❖ Bridge management and employee relations by addressing demands, grievances or other issues.
- ❖ Maintain HRIS for all employees.
- ❖ Provide visiting card, ID card to all employees.
- ❖ Assess TNA, coordinate training and development.
- ❖ Follow up welfare activities.

Security Link Limited: House #92, Road#13, Sector#10, Uttara Model Town, Dhaka-1230. **Position:** Executive, Human Resources. Duration: August 1, 2016 to June 29, 2017. **Department:** HRD

Duties & Responsibilities:

- ❖ Collecting & sorting CV's, conducting the screening interview over phone. Arranging and facilitating the interviews. Verifying all the documents and certificates of the new employees & Guards.
- ❖ Coordinating and facilitating the on boarding process of the new joiners.
- ❖ Maintain Performance Assessment File.
- ❖ Identify future Guard needs and proactively sourcing and recruiting.
- ❖ Manage the recruitment process with written test, interviews, personality questionnaires, various group activities and reference checking.
- ❖ Manage day to day HR activities, administrative work, conducting meeting.



EDUCATION

Exam. Title	Year of Passing	CGPA	Group/ Department	Institution	Board
MBA	2015	3.29 on the scale of 4.00	Human Resource Management	IBA, University of Rajshahi	
BBA	2013	3.44 on the scale of 4.00	Human Resource Management	IBAIS University	
H.S.C	2007	4.80 on the scale of 5.00	Business Studies	Birshrestha Shahid Hamidur Rahman College	Jessore
S.S.C	2005	3.31 on the scale of 5.00	Business Studies	Sundarpur Secondary School	Jessore

MBA Internship: Position: Intern, Duration: July 7, 2015 to October 7, 2015. Department: HRD
Topic: "Extent of Employees' Job Satisfaction of Shahjalal Islami Bank Ltd: A Study on Satmasjid Road Branch, Dhaka."

Shahjalal Islami Bank Ltd.: Satmasjid Road Branch, Khuda Buksh Foundation (1st Floor), Road# 11/A, House # 99, Dhanmondi, Dhaka-1209, Bangladesh.

BBA Dissertation/ Thesis: "Health and Safety Condition of Women Workers in Bangladesh: A Case Study on Garments Industry."

Personal Details:

Father's Name : Md. Kabiruzzaman Chowdhury
Mother's Name : Sufia Begum
Permanent Address : Vill+post- Sundarpur, P/s- Maheshpur, Dist-Jhenaidah.
Date of Birth : 20.11.1989
Blood Group : B (+ve)
NID : 3721820169
Passport No : BL 0214894
Height : 5'7"

OF NOTE

Language:

- ❖ English (Professional proficiency)
- ❖ Bangle (Native)

Affiliations:

- ❖ Team Leader – (Team Solution), Quality Circle Team at DBL Group.
- ❖ Member and blood donor of Badhon at University of Rajshahi (A volunteer blood donor organization).
- ❖ Member, Prochesta Foundation, Dhaka, Bangladesh (a voluntary school of Street Children).
- ❖ Member, Human Resource Management Forum, IBAIS University.

HR Software:

- ❖ CSL Software Resources Limited (KORMEE Software).

Computer Literacy:

- ❖ Good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™).
- ❖ Web-surfing and e-mailing.
- ❖ Working with Adobe Photoshop™ and Microsoft operating systems (Windows 7, 8, 8.1).
- ❖ Decent typing Speed with Bijoy Bayanno.

Personal Interest:

- ❖ Playing cricket & Badminton, listening music, watching television and also like to visit historical places in Bangladesh & Abroad.

Skills / Strength:

- ❖ Outstanding ability to solve problems under stress in a professional and concerned manner.
- ❖ Self-Motivated, efficient, accurate, detail oriented, focused on solving immediate problems, team building, and liaison and leadership skills. Highly organized with attention to detail and ability to serve several transactions simultaneously.

Job- Related Skills:

- ❖ Good command of presenting academic subjects clearly and fluently in both Bengali and English.
- ❖ Good sense of patient listening and responding to the pupils.
- ❖ Concerned with the recent trend of my concerned areas of study.

Workshops and Seminars:

- ❖ Participated in an online training on “Soft Skills for Personal Productivity” organized by SIMS Bangladesh. (Dated on 16th July, 2020).
- ❖ Participated in an online training on “Leadership” organized by SIMS Bangladesh. (Dated on 11th June, 2020).
- ❖ Participated in an online course on “Coronavirus Diseases (COVID-19)” by Directorate General of Health Services and offered through MuktoPaath (Dated on 30th March, 2020).
- ❖ Participated in an international Workshop on Job Evaluation– Facilitator- Thomas A. Farmer, USA at World Academy for Research & Development (WARD) at Hotel Rigs Inn, Gulshan, Dhaka (Dated on 22nd March, 2019).
- ❖ Participated in a Training on Fire Fighting, Fire Prevention, Rescue and First Aid Training organized by Bangladesh Fire Service & Civil Defence Directorate at Thanbee print World Limited (Dated on 1st October, 2018 to 2nd October 2018).
- ❖ Participated in a Training on Bangladesh Labor Act 2006 & Rules 2015- organized by Advocatesbd Associates (Legal, Training & Consultancy Firm) at Hotel Marino, Uttara, Dhaka (Dated on 19th January, 2018).
- ❖ Participated in a workshop on the Advance Research Methodology organized by Space and Environmental Research Centre (SERC) at University of Rajshahi (Dated on 5th April, 2015).
- ❖ Planner, Organizer and Participant of a Seminar at IBAIS University (Career Opportunity & Challenges in Human Resource Management –Present Scenario & future prospect-dated on 13th October, 2012).

References:

DR. SYED M. ALI REZA
Professor
Department of Management Studies
University of Rajshahi
Rajshahi - 6205, Bangladesh
Mobile: +88 01712 025768
Email: smareza@yahoo.com

DR. MD. SHARIFUL ISLAM
Professor
Institute of Business Administration (IBA)
University of Rajshahi
Rajshahi-6205, Bangladesh
Mobile: +8801718 878740
Email: sharifjibs@gmail.com



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