



REFAT RABBI CHOWDHURY

HR Professional

INTRODUCTION

Hello there! Currently I am working as an "Officer, HR" in "BRAC (NGO)" with a 5 years hands on HR skillset. I've also worked with Human Resource department in various sectors such as: RMG, Tourism and hospitality, Pharmaceutical industry etc.

PROFESSIONAL SKILLS

- Proficient in ERP and HR operations.
- Skillful in KPI implementations.
- Competent in Recruitment induction Process.
- Trained for Training and Development procedures.
- Efficient in Disciplinary action and investigation process.
- Proficient in Policy and Labor Law Implementation.
- Trained for First Aid

CONTACT DETAILS

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Flat - A4, Plot - 18, Road - 5, Sector - 10, Uttara, Dhaka, Bangladesh.

MY INTERESTS

- Reading Self-help Motivational Books.
- Traveling and Exploring Bangladesh.
- Singing old classics.
- Illustrator and Photoshop editor.
- Photography.

CAREER PROGRESSION

OFFICER, HR FIELD OPERATION

BRAC (NGO), November, 2016 - Present

- Implemented full ERP, HR Generalist Operations among 1800 employees in my region.
- Recruited for both field and regional offices.
- Ensured various tasks such as: Exit Interview, PR Appraisal, PF, Maternity and Paternity Leave, Travel Allowances, Health Insurance confirmations, Prepare Venue for various meetings and events etc.
- Implemented various policies for HR and Compliance Procedures.
- Performed yearly "Performance Management System" of all employees in the region.
- Conducted Training and Development sessions according to staffs skills development needs.

EXECUTIVE - HR, ADMIN AND COMPLIANCE

APS Group (Dyeing Division), June, 2016- November, 2016

- Prepared the Salary sheet, Pay slip, (all maintenance through erp software).
- Maintained factory compliance issues.
- Performed Recruitment Procedures of new join employees.
- Handled the training forum such as: Fire and Safety, PPE equipment Usage, Emergency evacuation procedures etc.
- Maintained Vehicle Maintenance such as license renewal, repair etc.
- Managed the security protocol such as car registers, gate pass, security DVR maintenance etc.

EXECUTIVE, SALES ADMINISTRATION

Concord Pharmaceuticals Limited, December, 2015- June, 2016

- Performed monthly general Factory and field HR Activities of 500 staffs.
- Managed Sales Administration of sales force of all over the country with a volume of 800 staffs.
- Maintained overall transport operations of factory vehicles.
- Performed monthly Recruitment, Induction, Training and Separation procedures.

BUSINESS DEVELOPMENT MANAGER

Mermaid Merman, September, 2013 - December, 2014

- Performed monthly general Factory and showroom HR Activities of 100 staffs.
- Maintained production process, marketing and other factory compliance issues.
- Assist HR manager while Performing Quarterly and Monthly audit in warehouse.

ACADEMIC BACKGROUND

AMERICAN INTERNATIONAL UNIVERSITY BANGLADESH (AIUB)

MBA in Finance (2013)

AMERICAN INTERNATIONAL UNIVERSITY BANGLADESH (AIUB)

BBA. in Marketing, Accounting and Finance (2011)

SOFTWARE SKILLSET

