



TARIQ CHOWDHURY

HR PROFESSIONAL

ABOUT ME

Accomplishment oriented HR professional with 3+ years of experience in major facets of HR & Admin having specialization in operational HR. Seeking a mid-level role to develop & practice the latest post-pandemic HR trends.

KEEP IN TOUCH



Flat 7A, Nuruddin tower
102 Haji Haydar Road,
Jamtola, Narayanganj.



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Tariq Chowdhury

SOFT SKILL

1. MS Office,
2. HRIS,
3. AMS,
4. Adobe Lightroom,
5. Adobe Photoshop CS 5.
6. Cloud Storage.

EXPERIENCE (3 Y +)

Partex Star Group (PCL, CX-01)

EXECUTIVE (HR GENERALIST), HR & ADMIN (2019 - PRESENT)

1. Steering the whole recruitment process by recruiting 25+ key employees for PSG & conducted induction & ice breaking.
2. Locating the best human assets in the market through social media, online job portals and internal sources.
3. Supervising HRIS of Corporate Team, 25 Sales & Distribution point and factory consisting of 500+ employees and stuffs.
4. Preparing monthly attendance report and calculating deductions for payroll (Corporate, SDP & Factory.
5. Preparing SOP instructed by top management.
6. Preparing final payments, earn leave & incentives.
7. Setting up KPIs for employees' on given specifications.
8. Obtaining required business licenses and renewing them in a stipulated time frame.

ACHIEVEMENTS

1. Replaced manual entry system in partex star group plant by implementing HRIS.
2. Prepared manpower layout for PSG and created a benchmark of duties to be carried out by each posts.
3. Created a master database to minimize transport-pool cost.

Renaissance Jewelry Bangladesh LTD




OFFICER, HR (1 Y 10 M)

1. Followed up recruitment, selection and placement as per company policy.
2. Entered Employees' Information and salary in HRIS.
3. Prepared and updated 500+ personal files of employees.
4. Provided Employee strength report, recruitment status report in stipulated time.
5. Prepared and provided letters and documentation.
6. Prepared final payment and maternity payment.
7. Managed worker grievance and counselling.

LANGUAGE SKILLS

Bangla - Native.
English - Fluent.

INTERESTS

 Travelling
 Cooking,
 Guitar Playing
 Photography

REFERENCES

Can be provided upon request.

PROFESSIONAL COURSES

Human Resources Management Competencies

IBA, University of Dhaka

1. Passed the course with satisfactory result.
2. Successfully completed all the modules on HRMC.
3. Practical case studies. Attended seminars of CxOs of several reputed org.

GRADUATION

EMBA, University of Dhaka

MAJOR: MARKETING, CGPA: 3.77

1. Maintained constant A's.
2. Participated tens of presentations, Case studies.
3. Attended 5 Marketing campaigns of front line consumer goods during the DU tenure.
4. Participated in ABC Radio "Campus Campus" live show.
5. participated in Monsoon and Winter Photography Campaigns.

BBA, Jagannath University

MAJOR: MARKETING, CGPA: 3.58

1. Enjoyed Full Free Govt. Studentship in BBA for outstanding result in HSC.
2. Developed public speakings skills here through presentations and stage performances.
3. Participated in "Clemon Indoor Inter University Cricket"
4. Prepared in "100 Business Ideas" a platform of 10 minute school.

PERSONAL INFORMATION

Father's Name: Late Shahidul Islam Chowdhury.

Mother's Name: Afroza Chowdhury

Date of Birth: 18 March 1992

Address (present): Flat 7A, Nuruddin tower, 102 hazi haydar road, jamtola, Narayanganj.

Address (Permanent): 4 R K Gupto Road, Amlapara, Narayanganj 1400.