



# MUSARRAT JAHAN CHOWDHURY

## HR PROFESSIONAL

### PERSONAL DETAILS

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Date of Birth – 20-01-1996

Address – H# 10, R# 135, Gulshan, Dhaka 1212

### CAREER OBJECTIVE

Learning is an integral part of growing. My aspirations in life are to continue crafting my passions like building interpersonal relationships, team work, managing people and being a leader who leads by example. I thrive in competitive environments geared towards outstanding results that lead to an increase in leads, conversations and overall profit of any organization.

### EDUCATIONAL BACKGROUND

**BBA** | Majors in Human Resource Management & Marketing  
(Fall 2013- Spring 2018)  
North South University  
Result: CGPA 3.19 out of 4.00

**HSC** | Science (2013-2011)  
Milestone College, Dhaka  
Result: GPA 4.40 out of 5.00

**SSC** | Science (2011)  
Milestone School, Dhaka  
Result: GPA 5.00 out of 5.00

### ACADEMIC PROJECTS

- ❖ Course Title: Strategic Human Resource Management  
Project Title: Human Resource Audit Report on Grameenphone
- ❖ Course Title: Industrial Relations  
Project Title: Labor Law Practices in Ten Local RMG Companies
- ❖ Course Title: Strategic Marketing  
Project Title: Marketing Plan of a New Product in a New Market

### WORK EXPERIENCE

**Executive (HR & Admin), Overseas Marketing Corporation (Pvt.) Ltd.**

October 2018 – Present

Responsibilities:

- Maintaining monthly attendance reports
- Assist in recruitment & selection process
- Annual performance evaluation management
- Processing different office orders & notices
- Separation & final settlement of resigned employees
- Coordinate in-house orientation programs
- Processing & checking of different bills like- Mobile bill, conveyance bills, sponsorship bills
- Taking disciplinary actions
- Employee welfare & financial aid management
- Coordinating and facilitating corporate events and seminars.

**Intern (Human Resource Management), Square Toiletries Ltd.**

(January 2018-April 2018)

Responsibilities:

- Assist in Recruitment & Selection process
- Conducting phone call interviews
- Maintaining personal files
- Writing recruitment proposals
- Writing interviewee summaries

### SKILLS & COMPETENCIES

MS Office	Team Management	Multi-Tasking
Communication	Engagement	Public Speaking

### REFERENCES

1. MD. AL-AMIN  
Sr.Lecturer, Department of Management,  
North South University  
E-mail: [md.alamin@northsouth.edu](mailto:md.alamin@northsouth.edu)
2. MONAMI HAQUE  
Deputy General Manager  
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