

**Resume Of**

**MD. JUBAIER CHOWDHURY**

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CAREER OBJECTIVE

To enhance my professional skills in a corporate dynamic working place where I can leverage my strong result-oriented skills at solving problems efficient outcome of 5.7 years professional experience positioned from leadership administrational event solving skills, excellent interpersonal and communication skills through achieving the goals of the organization.

EMPOYMENT HISTORY

* Total working years of experience :5.7 Years

JOB EXPERIENS

1. **Global Brand Private Limited (GBPL)**

Working Duration: Joining date : 01st February, 2015 to Continuing

**Designated role carried:**

**1. Sr. Executive, (HR.)**

**Area of Responsibilities:**

* Assist in preparing of monthly salary variance report.
* Preparing quarterly Extra Work report of employees.
* Prepare performance appraisal forms and distribute to all departmental head.
* Collect performance appraisal forms duly appraised by supervisor and calculate increment amount as per policy.
* Prepare and distribute increment & promotion letter to concerned employees.
* Assist in HR and administrative operations like employees leave, attendance, job confirmation, separation, disciplinary actions, and canteen management.
* Plan, coordinate & conduct Recruitment & Selection Process.
* Perform orientation programs.
* Discuss with functional heads about Training Needs.
* Arrange & coordinate Training Program.
* Arrange different Meetings, Seminars, as and when required.
* Prepare Job Description for different positions.
* Responsible to post on-line advertisement for vacancies as per approved manpower requisition.
* Short CVs, prepare interview schedule and conduct interviews.
* Prepare interview feedback, appointment approval notes and appointment letters.
* Able to complete joining formalities of new employees, give orientation and placement.
* Maintain and update Personal file of both existing and separated employees.
* Confirm desk and tools (e.g. Computer, E-Mail, ID card, Transport, Accessories, and Stationeries etc.).
* Ensure Health, Safety, Hygiene and Environment issues of the office premises.
* Maintaining daily attendance of employees.
* Updating HRIS Software.
* Maintaining employees ID cards & visiting cards.
* Leave Management

**Training Programs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| ISO 9001:2015 | ISO | TQCSI Bangladesh | Bangladesh | Dhaka | 2018 | 1Day |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | **University/ Board** | **Passing Year** | **Division/CGPA** |
| MHRDIR | Jahangirnagar University | 2020 | 3.42 out of 4.00 |
| MBA  (HRM) | American International University of Bangladesh. (AIUB) | 2017 | 3.36 out of 4.00 |
| B.B.A (HRM) | American International University of Bangladesh. (AIUB) | 2014 | 3.40 out of 4.00 |
| H.S.C | Dhaka Residential Model College | 2010 | 4.40 out of 5.00 |
| S. S. C | | Mohammadpur Preparatory School & College | 2008 | 4.13 out of 5.00 |

Professional Qualification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certification** | **Institute** | **Location** | **From** | **To** |
| PGDHRM | Bangladesh Institute of Management (BIM) | Dhaka | January 29, 2018 | Novemberber 22, 2018 |

Professional Qualification

AREA OF INTEREST

* Sports.
* Traveling & Watching Movies.

COMPUTER SKILLS

* Sound knowledge in Office applications (Microsoft Word, Excel, Power Point).
* Sound in multiple Internet related issues.

LANGUAGE SKILLS

* Excellent Written and Oral communication ability in both English and Bengali.

OTHER QUALIFICATIONS & SKILLS

* Excellent Interpersonal, Communication and Negotiation skill.
* Excellent Presentation ability.
* Leadership Managerial ability.
* Enthusiastic in taking up challenges.
* Quick learning and agile in adaptability.
* Proactive in helping others in adverse situation maintaining core job responsibility.

**P**ERSONAL DETAILS

Permanent Address : Abu Taleb Road Kajipara, Jessore

Father’s name : Md. Hasanuzzaman Chowdhury

Mother’s name : Shamima Begum

Date of Birth : February 02, 1993

Place of Birth : Jessore

Gender : Male

Nationality : Bangladeshi by birth

Religion : Islam

Height : 5 feet 11 inches

Weight : 75Kg

Marital status : Married

Blood Group : B+ (ve)

NID : 19934124704000045

REFFERENCE

**Reference-1 Reference-2**

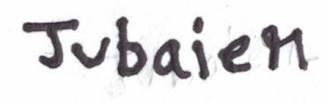
**Sohely Rahman Rumpa Md. Alamgir Hossen**

**Sr. Manager of HR Deputy Director**

**Global Brand Private Limited Bangladesh Bureau of Statistics**

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**Md. Jubaier Chowdhury**