

Resume of

Shafin Chowdhury



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Career Objective

Seeking challenging career with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.

Professional Profile

- An expert HR Executive with proven expertise in implementing policies and procedure, recruiting and hiring having 1 year on hand experience.
- Adept at interdepartmental coordination and communication.
- Possess comprehensive knowledge of Microsoft Word, Excel.
- Identifying, proposing and delivering process improvements to existing HR processes

Responsibilities Handled

Riyadh Trading Limited

HR Executive, June 2018 – October 2019

- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Prepared invoices, reports, memos, letters, financials statements and other documents, using word processing, Spreadsheet.
- Maintaining employee personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, warning letter, showcase notice experience/service certificate, relieving letter, etc.

Key Skills & Competencies

- Experience of working in a challenging environment.
- Effective communication skills.
- Ability to maintain interpersonal relations.
- Exquisite organizational & management skills.
- Proficient in Microsoft word, Excel & PowerPoint
- Team building leadership.
- Capable of working under stressful condition round the clock.
- Time management.

Academic Background

American International University Bangladesh

Master of Business Administration

- Major in Human Resource Management & Marketing Management (Attending)
- Current GPA 3.82/4.0

International Islamic University of Chittagong

Bachelor of Business Administration (passing year 2018)

- Major in Human Resource Management
- GPA: 3.2/4.0

Chittagong Cantonment Public School & College

Higher Secondary School Certificate (passing year 2013)

- Major in Business Studies
- GPA: 4.3/5.0

Chittagong Government High School

Secondary School Certificate (passing year 2011)

- Major in Business Studies
- GPA:4.9/5.0

Personal Information

Name: Shafin Chowdhury

Father's Name: Shaifuddin Chowdhury

Mather's Name: Aysha Akther

Blood Group: 0+

Date of Birth: 3rd, Oct 1995

Marital Status: Single

Permanent Address: 146 Nobab Sirajudduloh Road, Chandanpura,Chittagong.

Present Address: 43 g block d, road 4 Bashundhara R/A.