

Curriculum Vitae of SAMSAD CHOWDHURY

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Career Objective:

I would like to work for a company where I can put in my maximum potential to enhance the skills I already have as well as provide the opportunity for personal and professional growth and advancement Opportunities.

Career Summary:

Seeking a responsible career opportunity in an organization that will best utilize my learning, understanding and experience where significant contribution to the success of the employee can be made and career advancement opportunities can be achieved.

Special Qualification:

HR Today Software
Team Work
Team Management
Communication Skills
Time Management
Networking
Good Organizer
Leadership Skills
Data Entry
Database Management
Photoshop
Photography

Employment History:

Total Year of Experience : 3.10 Year (s)

1. Executive (February 1, 2019 - Continuing)

Bashundhara Group

Company Location: Plot # 125/A, Block# A, Bashundhara R/A, Road No - 2 Baridhara, Dhaka-1229.
Department: HR & Admin

Duties/Responsibilities:

- Preparing daily attendance report of all employees and forward to Central HR of BIHQ-1, BG.
- Maintain Permanent Employees Database.
- Conducting Recruitment Events, employee Orientation and facilitate new comers for joining formalities. Maintain and regularly update master database (personal file, personal database, organogram) of each employee.
- Maintaining HR function for Employee Appoint, Deputation, Transfer, Termination Letter, Release Order, LPC (Last Pay Certificate), Clearance Certificate, Final Settlement, Enhancement Letter, Personal File Transfer, Exit Interview and so on.

- To maintain ("HR Today Software"-Attendance, Leave & Payroll Management).
- Maintain Leave and Overtime, Attendance Management & Checking Permanent Employee Night Stay in HR Today Software.
- Preparing Monthly HR report (Manpower Statement, Employee List, Manpower Turnover etc. and sent it to corporate office).
- Support & Supervision of Foreign Delicates along with Guest House, Arrange Various Factory Visit Program Also Checking related Bill.
- Preserve Various Department's Roster and Prepare AHR Roster, Prepare Mechanical Night Stay and Electrical Night Stay Roster.
- Make update all types of HR action in SAP. Regular follow-up and pursue for items PR generated from HR & Admin division as per requirement.
- Prepare Letters such as (job offer, job confirmation etc.).
- Deal with Employee requests regarding human resources issues, rules and regulations.
- Meet ISO Audit and related with Internal Factory Audit.
- Labor Law Compliance Related Sub-Committee Follow Up.
- Business Card and Seal related functions.
- Any Other Task Given by Direct Supervising Authority.

2. **Assistant Executive (August 1, 2018 - January 31, 2019)**

Bashundhara Group

Company Location: Plot # 125/A, Block# A, Bashundhara R/A, Road No - 2 Baridhara, Dhaka-1229.
Department: HR & Admin

Duties/Responsibilities:

- Prepare Show-Cause/Inquiry/Dismiss/Termination as per received complaints according to management's decision and various notes (Bengali and English), office circular/order and follow up.
- Check monthly Late Attendance, Night Stay Allowance and Overtime of permanent employees.
- Preparing monthly Returnable Item List and circular accordingly.
- Preparing ID Card along with Punch Card.
- Preparing various Meeting Minutes.
- Drafting various disciplinary action letter, committee formation, various Notes, various external letter (Bengali and English), Office Circular/ Order and follow up.
- Prepare Vigilance Roster
- Preparing Appointment Letter of Contractual Driver
- Checking Commercial Vehicle related Bill
- Receiving all types of documents on behalf of AHR department and sending documents to Head Office and Govt. offices.
- Business Card related functions.
- Any other job as assigned by the superior.

3. **Human Resource Apprentice (August 1, 2015 - December 31, 2015)**

Aamra Group

Company Location: Banani C/A, Safura Tower 20, Kemal Attaturk Avenue, Dhaka-1213.
Department: Human Resources & Org. Dev.

Duties/Responsibilities:

Recruitment Process, General HR, Administrative & HR related Works.

Responsible for Recruitment and Selection process:

- Analyzing Job specification and job description of vacant positions.
- Screening resumes to match with required background.
- Preparing questionnaire for candidates and checking.
- Interviewing candidates (i. e. over phone interviews, one-on-one/group interviews, video conference and panel discussion).

Prepare and update HR Manual:

- Preparing Intern certificates.
- Developing several HR policies and procedures and their implications.

Execute General HR activities:

- Preparing different official Memos (i.e. Promotion, Transfer, Orientation, Joining Instruction, Audit, Training).
- Assisting in maintaining relevant documentation (Personal file).

Academic Qualification:

Exam Title	Concentration /Major	Institute	Result	Passing Year	Duration	Achievement
MBA	Finance	Southeast University	CGPA:3.35 out of 4	2018	1	-
PGDIT	Information Technology	Jahangirnagar University	CGPA:3.67 out of 4	2017	1	-
BBA	Human Resource Management	American International University Bangladesh	CGPA:3.63 out of 4	2015	4	-
HSC	Business Studies	Dhaka Commerce College	CGPA:4.9 out of 5	2011	2	In my college I was participating in sports & won the 1st prize.
SSC	Science	Shaheed Police Smrity School and College	CGPA:4.5 out of 5	2009	10	In My School I was participating in Science Fair & won the 1st prize.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
HR Today Software.	Roster Making, office movement, outstation, short leave, leave attendance, Personnel management	Bashundhara Group	Bangladesh	Plot # 125/A, Block# A, Bashundhara R/ A Dhaka.	2019	1 Month
Protect Our Intellectual Property Rights.	Trademarks Registration In Bangladesh	LNC Business Group	Bangladesh	Unique Trade Centre, Panthapath, Dhaka-1215.	2018	7 Days
Recruitment and Selection Process.	General process In Recruitment and Selection	Nitol-Niloy Group	Bangladesh	Nitol Centre, Mohakhali, Dhaka-1212.	2016	1 Day
"Real-Price" E-Procurement Software Training.	Software & Marketing Analyzed	Rupayan Group	Bangladesh	Rupayan Centre, Mohakhali Dhaka-1212.	2016	4 Days

Career and Application Information:

Looking For : Mid-Level Job
Available For : Full Time
Present Salary : Tk. 25,000
Expected Salary : Tk. 35,000
Preferred Job Category : General Management/Admin, HR/Org. Development.
Preferred District : Dhaka

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Financial/ Banking service• Training• Brand Communication• Administration• Job Analysis & Manpower Planning• Recruitment• Factory HR Administration• General HR• HRIS/ HR Database Management• Corporate	<p>Management skills</p> <ul style="list-style-type: none">-Strong Interpersonal communication skills.-Problem analysis and problem solving.-Organizational skills and customer service orientation.-Adaptability and ability to work under pressure.-Genuine desire to achieve, excel and evolve.-Evaluating performance, programs, processes, or event.-Extensive skill providing project, managing group interactions.-Dynamic, result-oriented problem solver.-Strong problem-solving and analytical skills. <p>Communication Skills</p> <ul style="list-style-type: none">-Excellent written and verbal communication skills- To interact both with clients and cross-company workers.-Confident, articulate and professional speaking abilities.-Proficient in multimedia presentation and negotiation skills. <p>Computer Skills</p> <ul style="list-style-type: none">-Windows 98/XP/07/08, Microsoft power point 2010/2013/2015.-Microsoft Office 97/2000/2003/2007/2010/2013, Microsoft Excel 2007/2010/2013/2015.-Photoshop, Networking, Basic Programming, Database Management, Data Entry.- SAP Software, VLOOKUP, HR Today Software. <p>Relevant Coursework</p> <ul style="list-style-type: none">-English Reading Skill & Public Speaking.-English Writing Skill & communication.-Writing for arts & social science.-Phonetics & phonology.-Professional English. <p>Traits</p> <ul style="list-style-type: none">-Self-Managing Capability.-Good Presentation Ability.-Capable of Quick Adopting in Different Environment.-Confident, Bright and Enthusiastic.-Good Analytical and Conceptual Ability with Critical reasoning and Quick learning facts.-Hardworking.

Extra-Curricular Activities:

In my school I was participating in Science fair and in my college I was participating in a Volunteer, also participating in a sports tournament and won the 1st prize in the running game.

Language Proficiency:

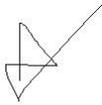
Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bangla	Medium	Medium	Medium

Personal Details :

Father's Name : ABDUL ALIM CHOWDHURY
Mother's Name : HAMIM ARA CHOWDHURY
Date of Birth : January 27, 1994
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 19942693004000295
Religion : Islam
Permanent Address : Kotwali, Ulania Lodge, Mehendiganj, Barishal
Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: AKM Mahbub Uz Zaman	Fuad Ahmed Chowdhury
Organization	: Bashundhara Group	Deepto TV
Designation	: Deputy Managing Director	CEO
Address	: Plot # 125/A, Block# A, Bashundhara R/A, Road No - 2 Baridhara, Dhaka-1229	Kazi Media Ltd. Plot 7/A/GA Tejgaon Industrial Area, Dhaka-1208
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Relation	: Professional	Relative



(Samsad Chowdhury)