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MD. IMAM HUSSAIN CHOWDHURY

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Career Objective:

To build up a challenging and prospective career in leading national private sector and MNCs with the best use of my education ,experience ,training, integrity and hard work

Career Summary:

4 months on-going experience in Zamzam Bangladesh as AD(Admin)
9 months experience in Geo kinetics as PRM
10 years with Chevron Bangladesh in Facility Admin and PR
2 years teaching experience in English subject.

Special Qualification:

MBA in HRM and MA in English

Employment History:

Total Year of Experience : 15.5 Year(s)

1. Assistant Director (Admin) (November 12, 2016 - Continuing)

Zamzam Bangladesh (NGO)

Company Location : Sylhet
Department: Administration

Duties/Responsibilities:

Administration
Human Resource
Training Institute

2. Public Relations Manager (December 8, 2012 - August 3, 2013)

Geokinectics Int`l Ltd.

Company Location : Sylhet
Department: Public Relations

Duties/Responsibilities:

Liaison with the all types of Govt,semis-govt or non-govt Stakeholders
Obtain NOC/permission from the responsible authorities
Inform the authorities and mass people the objectives of the company project
Support the technical teams for working with zero disturbance or interruptions
Recruit local labors
Negotiate with the landowners ,house owners etc in dealing with the company.
Many others

3. **Assistant Community Relations Officer (May 1, 2008 - December 4, 2011)**

Chevron Bangladesh Ltd

Company Location : Sylhet and Dhaka

Department: External Affairs

Duties/Responsibilities:

- Execute community project according to the business plan;
- Work with NGOs to provide support and monitor that are working in partnership with Chevron;
- Ensure community engagement to make meaningful partnership for project implementation;
- Prepare and maintain stakeholder database;
- Keep in touch with local community on regular basis;
- Assist in organizing company sponsored events;
- Work with vendors to ensure that quality products are supplied,
- Do many others regular activities with the community issues;

4. **Transport & Admin Coordinator (December 1, 2001 - April 30, 2008)**

Chevron Bangladesh Ltd

Company Location : Sylhet and Dhaka

Department: Facilities Administration and Transport Services

Duties/Responsibilities:

- ensure pick and drop of the employees working in the gas plant in the morning and evening
- To ensure transportation of employees as required and assign drivers in daily duties.
 - To prepare drivers' duty roster in monthly basis
 - To prepare drivers timesheets in monthly basis
 - To organize and conduct drivers safety meetings fortnightly.
 - To arrange ,vehicles ,air tickets ,food and accommodation etc. of the visitors
 - To arrange meetings of the all departments
 - To control office stationery
 - To provide fuel for the vehicles ,generators and other machineries
 - To prepare fuel summary in monthly basis
 - To do various administrative works

5. **English Language Instructor (October 10, 1999 - October 31, 2000)**

Bhiyan Computer Ltd.

Company Location : Sylhet

Department: English Spoken Language

Duties/Responsibilities:

- To deliver 3 lectures of 2.5 hours duration each in a week using the prescribed course guidelines.
- To arrange role play among the participants
- To utilize the audio and visual materials to improve participants' listening skill.
- To take the exams (written and viva) and evaluate the feedback

6. **Assistant Teacher in English (October 1, 1999 - December 1, 2000)**

Sylhet KB International School and College

Company Location : Sylhet

Department: English

Duties/Responsibilities:

take minimum 20 classes weekly in the secondary level

â€¢ To check the exercise work of the students and identify their mistakes and weakness

â€¢ To set question papers for the exam (3 times in a year)

â€¢ To check the exam answer script and prepare the number sheet.

â€¢ To attend school's various meetings

7. Lecturer in English (April 1, 1998 - December 31, 1998)**Amborkhana Girls" School and College**

Company Location : Sylhet

Department: English

Duties/Responsibilities:

â€¢ To take minimum 20 classes weekly in the secondary and Higher secondary level

â€¢ To check the exercise work of the students and identify their mistakes and weakness

â€¢ To set question papers for the exam (2 or 3 times in a year)

â€¢ To check the exam answer script and prepare the number sheet.

â€¢ To attend various meetings of the institution

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Human Resource Management	Leading University, sylhet	CGPA:3.41 out of 4	2004	18 months	-
MA	English	University of Chittagong	Second Class, Marks :47%	1998	1 year	-
BA(Honours)	English	University of Chittagong	Third Class, Marks :41%	1996	3 years	-
HSC	Science	Sylhet M C College	Second Division, Marks :51.8%	1990	2 years	-
SSC	Science	The Aided High School ,Sylhet	First Division, Marks :73.2%	1987	2 years	got letters in two subjects

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Media & Negotiation Training		Hill & Knowlton(UK)	Bangladesh	Dhaka	2011	1 day
Integrated Project Management		CEC ,Dhaka	Bangladesh	Dhaka	2009	3 days
Stakeholder Management and Consultation Strategy		Chevron Thailand	Bangladesh	Dhaka	2009	1 day
Participatory Rural Appraisal		FIVDB,Sylhet.	Bangladesh	Dhaka	2009	5 days
Supply Chain Management		Bdjobs.com	Bangladesh	Dhaka	2008	1 day
Basic First Aid		Health and Medical Services Department,Chevron Bangladesh	Bangladesh	Sylhet	2008	1 day (several times)
Motor Vehicle Crash Investigation		Chevron Thailand	Bangladesh	Sylhet	2006	1 day
Health ,Safety and Engineering	Workplace Safety	BIM	Bangladesh	Chittagong	2003	5 days
Business Codes and Ethics and many other related training		Chevron Corporation	Bangladesh(online)	Sylhet	2002	1 day
Workplace Safety and Office Ergonomics		Chevron Bangldesh	Bangldesh	Sylhet	2002	1 day-several sessio

Professional Qualification:

Certification	Institute	Location	From	To
Integrated Project Management	Continuing Education Services	Dhaka	June 17, 2009	June 20, 2009
Participatory Rural Appraisal	Friends in Village Development of Bangladesh	Sylhet	May 6, 2009	May 10, 2009
LL.B (1st Se-mister)	Metropolitan University ,Sylhet	Sylhet	January 15, 2008	April 20, 2008
Masters of Business Aministration	Leading University ,Sylhet	Sylhet	January 20, 2003	September 20, 2004
Basic Computer Applications for Windows and other utility courses	Bhaiyan Computers,Ananda Computers and IC &T department of Chevron Bangladesh	Sylhet	January 1, 1997	September 30, 2011

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 30,000
 Preferred Job Category : General Management/Admin, HR/Org. Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : New Zealand, Saudi Arabia, United Kingdom, United States,
 : Bahrain, Belgium, Brunei, Canada, France, Kuwait
 Preferred Organization : Telecommunication, NGO, Development Agency, Public
 Types Relation Companies, Embassies/Foreign Consulate, Airline

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Administration • Human Resources • Training & Development 	

Extra Curricular Activities:

Driving and Sports

Language Proficiency:

Language	Reading	Writing	Speaking
English(IELTS)- August 2006	High	High	High
English (IELTS)- January 2010	High	High	High

Personal Details :

Father"s Name : Md Abdul Ghani Chowdhury
 Mother"s Name : Jahanara Begum Chowdhury
 Date of Birth : September 1, 1971
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill -Loghati ,PO: Dasher Bazar, Borlekha, Moulvi Bazar
 Current Location : Sylhet

Reference (s):

	Reference: 01	Reference: 02
Name	: Prof. Hayatul Islam Akanjee	Zulfikar Ahmed Chowdhury
Organization	: Sylhet Govt MC College	Chevron Bangladesh Ltd
Designation	: Vice Principal	Manager, Field Community Engagement, External Affa
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