

Last Updated : **December 10, 2018**

## **MD. MOHOSIN CHOWDHURY**

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### **Career Objective:**

To be a part of winning team in a Leadership role of Human Resources of an organization to prove professional expertise in organizational development aligning with business growth & to take part in social development & well-being of the country

### **Career Summary:**

Dynamic, proactive and people-driven professional with more than 9 years of comprehensive human resources experience in reputed MNCs & Joint ventures in Bangladesh. Proven ability to provide critical support in the development and implementation of HR strategies that achieve business results. Possess a fine blend of HR, IR & Admin experiences in Agribusiness, RMG and FMCG industry. Well conversant in corporate as well as manufacturing HR environment.

### **Employment History:**

**Total Year of Experience : 9.5 Year(s)**

1. **Manager-HR & Admin (Head of the Department-RAL) ( September 1, 2018 - Continuing)**

**Rahimafrooz Bangladesh Ltd (Battery Business)**

Company Location : 705 Nakhalpara, Tejgaon, Dhaka 1215

Department: HR & Admin

**Duties/Responsibilities:**

Responsible for implementing various HR policies to smooth functioning of HR activities throughout Rahimafrooz Storage Power Business (RSPB), Zirani & Birulia Plants for creating a congenial and harmonious working environment.

Implementing annual HR objective/strategy in line with the annual business plan (ABP) as well as ensuring HR plans supporting the need of the business.

Ensure manpower planning for RSPB Zirani Plant as per company requirement with clearly identified job responsibilities.

Ensure management and non-management employee's recruitment, orientation, training and development program in RSPB, Zirani Plant as per HR Plan and company policy.

Providing information and reports on data such as staff turnover, references, cost per hire, training hours per person, etc.

Conducting training needs analysis, prepare and implement a training plan with input from factory heads while managing costs to budget.

Ensure sound performance management system as per annual business plan (ABP) throughout RSPB, Zirani Plant and support in the talent review and succession planning process to ensure talent pipeline and employee development.

Work with shop floor people to identify key issues and resolve or emphasize it for greater satisfaction of people and consistency in operational performance.

Ensure proper discipline and administrative control in RSPB Zirani plant and conduct domestic inquiry as per Bangladesh Labor Law"2006 requirement (if required)

Ensure compliance to all regulatory and statutory requirements and maintaining liaison with director of labour /chief inspector and other Govt. officials.

Prepare yearly expense and CAPEX budget related to Factory HR & Administration.

Followup and ensure staff attendance and leave Management in HRIS.

Ensure employee welfare/care in RSPB Zirani plant including smooth operation of canteen.

Ensure smooth operation & maintenance of company vehicles to enhance employee satisfaction.

Manage and monitor overtime, conveyance, PABX, 3rd party security service provider, CCTV, interior plantation, maintenance & repair of office equipment,

Ensure compliance of QMS, EMS & OHSMS in line with ISO 9001, ISO 14001 & OHSAS 18001 requirements and company policy.

**2. Deputy Manager- Corporate HR & Admin ( September 3, 2016 - August 30, 2018)**

**ACI Godrej Agrovat Private Limited (A joint venture of Godrej India Ltd and ACI Ltd.)**

Company Location : Head Office: Mohakhali-Dhaka

Department: Human Resources & Administration

**Duties/Responsibilities:**

• In partnership with company Leadership Team, driven the HR agenda including performance Management, Employee Relation & Engagement, Reward & Recognition for the overall business including two feed mills, one breeding farm and a hatchery.

• Headed the HRIS Team to implement world class HRIS Software across all business units of the company.

• Responsible for overall MIS of the company related to HR & Administration including Attrition, Diversity, HR Matrix, HR Fixed Cost & Budget Analysis, Recruitment & Training snapshot etc for smooth and strategic Budgeting and HR Operation.

• Responsible for company payroll management (Attendance & Salary Process).

• Worked as a corporate coordinator for overall Health, Safety & Security operation of all units across Bangladesh.

• To take initiatives in developing Manufacturing Productivity and Sales productivity as per Godrej Group norm (GAVL Norms).

• Guiding and providing support to the Recruitment and L&D team to achieve HR AOP initiatives and LRP initiatives successfully.

• Worked with leadership team to develop capability enhancement project as a part of leading for peak performance.

3. **Deputy Manager-HR & Admin (Lead-Factory HR & Admin)) ( May 14, 2015 - September 2, 2016)**

**ACI Godrej Agrovat Private Limited (A Joint Venture of ACI Ltd. & Godrej Group)**

Company Location : Rajshahi

Department: HR & Admin

**Duties/Responsibilities:**

• Manpower Planning, Recruitment & Selection of the Factory workers through coordinating with 3rd party labor suppliers and corporate HR.

• HR Policy and factory rules Implementation in the largest Floating Fish Feed of the country in order to ensure smooth operation.

• Responsible for Factory Health & Safety (EHS) and Factory Training & Development.

• Maintained sound and healthy industrial relation between Management and Workers.

• Headed the factory administration including canteen, transport, security and labor management.

• Responsible for ensuring required statutory documents (Process & renewal time to time) and its compliance as per Govt. Rules & Regulation.

• Lead the employee welfare and different types of engagement activities of factory.

• Responsible for Factory L&D, Performance Management and Talent Management.

4. **Sr. Executive-IR & Admin (Role: Lead-Factory IR & Admin) ( May 5, 2013 - May 13, 2015)**

**Asian Consumer Care Private Limited (A Joint Venture of Dabur India & ACI Ltd)**

Company Location : Block:K, Banani-28, Dhaka, Factory Address: Sutipara, Kalampur, Dhamrai, Dhaka.

Department: IR & Admin

**Duties/Responsibilities:**

• Headed the factory IR and Admin to establish company HR and Admin policy across the new Green field Project.

• Responsible for factory Manpower Planning, Recruitment & Selection process. factory.

• Drive with Leadership team in effective Talent Management of the factory employees ( Competency Mapping, Talent Review, Talent Development and Succession Planning).

• Responsible for General HR Operations including Attendance & Leave Management, Disciplinary procedure & domestic Enquiry, 3rd Party Labor Management.

• Led HR Business Process Support for Production, Planning and Supply Chain.

• Training & Development (Plan, TNA, Evaluation & Training Feedback Management)

• Maintain smooth, harmonious & progressive employee relations and smooth settlement of IR related issues.

• Led the Employee Welfare and engagement activities of the factory.

• Maintain Liaison with the members of Workers Association and Labor supplier supervisor. factory.

• Responsible for factory security, canteen and vehicles Management. factory.

• Responsible for ensuring renewal and update of all Legal & statutory documents & Licenses of the factory.

5. **Sr. Executive-HR & Admin (Trainee Executive >Executive>Sr. Executive>Unit HR Head) ( May 13, 2009 - April 30, 2013)**

**Kenpark Bangladesh(Pvt) Ltd (A Leading Multinational Apparel Manufacturer)**

Company Location : CEPZ, Chittagong

Department: Human Resources

**Duties/Responsibilities:**

Responsible for overall operation of HR and Admin functions of Washing Plant Unit.

• Strategic Manpower Planning, Recruitment, Selection and Personnel File Management

• Maintaining Liaison with the members of Workers Welfare Association.

• Disseminate HR policy & procedures and ensure its compliance.

• Ensure healthy and safe working environment in compliance with local law and buyer recommendations.

• Maintain employee attendance and Leave management. Compensation, Benefit and Payroll Management.

• Prepare and maintain Monthly and Yearly HR reports and presentation as per requirement. (MIS, HRIS)

• Security and Canteen Management, Transport and Vehicle Management of the Plant.

• Maintain Disciplinary Procedure and conduct domestic enquiry as per Labor Law.

• Support and adhere to maintain all the compliance procedures like WRAP, C TPAT, 5S, BSCI.

• Prepare Training Calendar as per IDP, make training calendar and arrange to Conduct the same with evaluation and feedback.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Marketing	University of Chittagong	CGPA:3.66 out of 4	2009	01 year	5th Position
BBA	Marketing	University of Chittagong	CGPA:3.33 out of 4	2008	04 years	-
PGDHRM	Human Resource Management	Bangladesh Institute of Management	CGPA:3.66 out of 4	2012	1 Year	-
HSC	Business Studies	Govt. Commerce College, Ctg.	First Division, Marks :68%	2002	2 years	Academic Scholarship
SSC	Business Studies	T.S.P Complex Secondary High School	First Division, Marks :77%	2000	-	Star Marks with Academic Scholarship

## **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
LFPP (Leading for Peak Performance ,Phase-1 & Phase-2)	Leading Others, Capability Development, Performance Development.	Mr. Sai Sridhar, GAVL	Bangladesh	Dhaka	2018	4 Days
Advance Excel	Advance & Intermediate Excel (Project Based)	ACI Godrej Agrovet Private Ltd.	Bangladesh	Dhaka	2017	2 Days
Adobe Photoshop & Illustrator	Basic Adobe Photoshop & Illustrator for Beginner.	ACI Godrej Agrovet Private Ltd.	Bangladesh.	Dhaka	2017	2 Days
MBTI	MBTI - Personality types training	Mrs. Godha Govind, Alltech, India	Bangladesh.	Dhaka	2017	Day Long
Bangladesh Labor Law & Labor Rules 2015	Bangladesh Labor Law & Labor Rules 2015	Adv. Jafrul Hasan Sharif , WARD	Bangladesh	Dhaka	2016	1 Day
Ms Excel	Master Class on Dashboard Reporting using MS Excel	Mr. Md. Nazmul Muneer, Mind Mapper	Bangladesh	Dhaka	2016	2 Days
Safety Accounting	Health, Safety & Environmen	Asif Iqbal, Chevron Bangladesh	Bangladesh	Dhaka	2016	Day Long
GMP	GMP Guidelines & Audits,	SGS	Bangladesh	Sirajganj	2016	2 Days
Leadership	Leadership Communication & Managerial Mindset	Mr. Mohammad Saif Noman Khan, Sapien Strategy Consulting & Research Ltd.	Bangladesh	Dhaka	2016	2 Days
Plant Safety	Plant Health, Safety & Environment.	GAVIL, (Mr. H. Sachinwala)	Bangladesh	Dhaka	2015	2 days
Leading For Results	Leadership (Leading Self)	Future Leaders, Mr. Quazi M. Ahmed, Lead Consultant & CEO of Future Leader.	Bangladesh	Dhaka	2015	Day Long
BUSINESS COMMUNICATION & ETIQUETTE	BUSINESS COMMUNICATION & ETIQUETTE	Acigodrej Agrovet Private Limited	Bangladesh	Sirajganj	2015	2 Days
Fire safety Management	Fire Safety, Rescue & Emergency Management.	Bureau Veritas	Bangladesh	Dhaka	2014	2 Days
HR competency and challenges into the future	HR Competency & Global HR	HR Kites	Bangladesh	Dhaka	2014	Day Long
Training on Domestic Enquiry, Disciplinary Procedure & Relevant Labor Laws	Domestic Enquiry, Disciplinary Procedure & Relevant Labor Laws	Trendline	Bangladesh	Chittagong	2012	Day long

### **Professional Qualification:**

Certification	Institute	Location	From	To
PGDHRM	Bangladesh Institute of Management	Chittagong	January 1, 2012	December 15, 2012

### **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 Organization :  
Types

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• Performance Management</li><li>• Learning &amp; Development</li><li>• Talent Management</li><li>• Lean Six sigma</li><li>• Talent Acquisition &amp; Employer Branding</li><li>• Employee Relation &amp; Engagement</li><li>• HRIS &amp; Ms Excel Automation</li><li>• Attendance &amp; Payroll Management</li><li>• Capability &amp; Productivity Development</li><li>• Business Partnering</li></ul>

### **Extra Curricular Activities:**

i¶ Nominated as Global Goodwill Ambassador of Bangladesh (GGA), an organization for Humanitarian established for driving 17 sustainable development goals of United Nation.

### **Personal Details :**

Father"s Name : Md. Abdul Kader Chowdhury  
Mother"s Name : Nurjahan Begum  
Date of Birth : February 15, 1984  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Port colony, Bandor, Chattogram  
Current Location : Dhaka

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