

Apel Mahmood Chowdhury

Manager, HR & Administration



Contact Info

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Education

Bachelor of Social Science in Economics
Premier University, Chittagong
Passing Year: 2011

HSC in 2005
Business Studies
Chittagong Board

Internship

Glaxo SmithKline (GSK) BD Ltd.
(March 2011 – April 2011)

Activities:

Computer

- Word – Adroit
- Excel – Advanced Level
- Power Point - Excellent

Career Objective

Around 7.5 years experienced HR & Admin professional with having excellence on recruitment, administrative support, logistics support, security management, transportation management, performance appraisal, training & development and employee engagement.

Career Objective

To be the Manager, HR & Admin of any renowned organization and grow rapidly with increasing responsibilities.

Experience

Manager, HR & Administration

(May 2018 – March 2019)

Hakkani Group, Chittagong

Core Function:

- General HR Operation
- Recruitment & Selection
- Organogram & Manpower Planning
- Performance Management
- Training & Development
- Transport Management
- Administrative Support Management
- Logistics Support Management

Achievement:

- Successfully set and launched a 100-crore new business which is “Smile Tissue” under Hakkani Paper & Board Mills Ltd.
- Recruited and set a large sales team for sales operation of “Smile Tissue”.
- Initiated and implemented several MoU with Banks for structuring salary payment.
- Successfully automated payroll system to make the organization more structured.

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Manager HR and Administration

Area of Expertise

- HRIS
- Payroll
- Compensation & Benefits
- Training & Development
- Performance Management
- Recruitment
- Organizational Development
- Employee Engagement
- Administrative Support
- Logistics Support
- Security Management
- Transport Management

Skills

- Communication
- Negotiation
- Persuasion
- Leadership
- Decision Making
- Presentation

Language

- **Bengali** – Proficient
- **English** – Good Working Knowledge

Personal Info

Date of Birth : 20th July, 1983
Marital status : Married
Religion : Islam
Nationality : Bangladeshi
NID : 1593525639120

Experience

Asst. Manager, HR & Administration (March 2016 – April 2018)
Univogue Group Company Limited, CEPZ, Chittagong

Core Function:

- General HR Operations
- Manpower Planning
- Logistics Support
- Transport Management
- Recruitment & Selection
- Performance Management
- Security Management
- Office Accommodation Management
- House Keeping
- Admin Staff Management
- General Administration

Sr. Executive, HR & Administration (June 2015 – February 2016)
Univogue Group Company Limited, CEPZ, Chittagong

Executive, HR & Administration (November 2014 – June 2015)
Univogue Group Company Limited, CEPZ, Chittagong

HR Officer- Payroll, HRD (May 2011 – October 2014)
Regency Garments Limited, CEPZ, Chittagong

Training & Workshop

- **Bangladesh Labor Law**
Duration: 4 Days Year: 2016
- **Life Skill Course**
Duration: 3 Days Year: 2015
- **HR Functions**
Duration: 3 Days Year: 2015
- **Export Marketing & HR Development**
Bangladesh Small & Cottage Industry Corporation
Duration: 6 Days Year: 2014