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Career Summary: A result-oriented HR professional having **12+ years** of experience in the field of **HR** (Human Resources) in multinational organizations (**FMCG, Telecommunication, QA, Software and Apparels**) focused in Workforce Planning, Talent Acquisition, Organization Developments, People & Culture, Employee Relation, Training & Developments, Succession Planning, Competency Developments, and Business Partnering, Hey job evaluation, Team lead.

Employment History



Reve Systems (a Singapore based conglomerate comprising 14 business verticals including **apparels, telecom**)

Role: **Head of HR & Admin**

Duration: February, 2019 – Continue

Key responsibilities:

- Talent Acquisition Lead
- Training & Development
- Organization Development
- People & Culture
- Employee Relations (ER)
- Succession Planning
- Performance Management
- Business Partnering

Acting as a **Lead Consultant** with companies **Zamil Group** (telecom) and **Palmal Group** (RMG)

August, 2018 - January, 2019

- Lead the team to meet the recruitment KPI
- Manage the T&D, Performance Appraisals of permanent & outsource staffs
- Design and develop policy, process and guidelines
- Promote organization culture and competency building
- Major accounts: **Walmart, GAP, H&M, George** etc.



Huawei (Bangladesh) (Huawei is a leading global provider of information and communications technology (ICT) infrastructure and smart devices)

Role: **Senior Manager & Sr. HRBP**

Duration: January, 2014 – July, 2018

Key responsibilities:

- Talent Acquisition Lead (PIC for Huawei Bangladesh)
- Organization Development (PIC for Huawei Bangladesh)
- Training & Competency Development (Partnering with Huawei University)
- Performance Appraisal Program
- People & Culture
- Employee Relations (ER)
- Succession Planning
- Business Partnering



Bureau Veritas (Bangladesh) (Bureau Veritas is a global leader in Testing, Inspection and Certification (TIC))

Role: **Assistant Manager**

Duration: September 2010 – December 2013

Key responsibilities:

- Workforce Planning
- Recruitment & Selection
- On-boarding & Placements
- Training and Developments
- Employee Relations (ER)
- Performance management



Olympic Milk Food (a leading FMCG company focused on whole cream milk powder and skim milk)

Role: **Senior Human Resources Officer**

Duration: June 2008 – August 2010

Key responsibilities:

- Full cycle recruitment operations
- On-boarding File Management
- NEO Program Facilitator
- Employee Relations (partly)
- Leave & Attendance

Education profile:

Independent University, Bangladesh

Masters of Business Administration (MBA), Major in **Human Resources Management**

Passing Year: October 2013

International Islamic University, Bangladesh

Bachelor of Business Administration (BBA), Major in Marketing

Passing Year: December 2007

Professional Skills

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Major Achievements:

- Managing the Talent Center of Competence, I have the regional responsibility to deliver high quality talent portfolio solutions in Bangladesh, Bhutan & Nepal region. My role entails effective deployment of talent solutions in 3 key sub functions; Integrated Talent Management, Leadership & Team Effectiveness and Learning & Capability Building.
- Successfully achieved 100% recruitment target each year including bulk recruitment for major projects.
- Developed talent strategy, recruitment tools, interview techniques from the raw shape
- Implemented sourcing strategy for attracting diversified talents first time in Huawei Bangladesh
- Successfully contributed in Organization Developments Lead within Huawei Bangladesh
- Lead Organizational Change Programs including quality of work, winning cultures, effectiveness of process
- Successfully achieved 92% competencies in year 2015 and 98% competencies in year 2016 which was more than the target rate (i.e. 88% for SEA region _ example _ Bangladesh)
- Successfully coverage 100% training on Company information security (IS) and Business Conduct Guidelines (BCG). This was the KPI of CEO.
- Achieved the targeted rate of Competencies & Qualifications (C&Q) in different domains as per policy and guidelines.
- Successfully developed Certified Interviewers from each and every departments and the coverage ratio was 75% (whereas the target was 50% as per HQ guidelines)
- Saved almost 80% recruitment agency (headhunter) cost by creating, developing and implementing new recruitment tools (CV sourcing tools)
- Actively playing the role of HRBP for 25 departments in Huawei Bangladesh where my major tasks are to directly involve with mainstream business, identify the weakness of the projects in terms of manpower allocations, costs and time etc. Main KPIs are mostly forecasting and planning the talent pipeline requirements in line with the function/business strategy.

Profile Strength (Career Motivations)

- 5000+ Talent networks in LinkedIn
- Rich database of candidate's profile
- Successfully filled 30+ senior positions
- Develop 100+ JD of senior positions
- Good Negotiator
- Assessment Centre Lead
- Reduced RLT by 50%
- Saved 35% Recruitment Cost (yearly)
- Awarded Future Star" two times
- Successfully performed HRBP role for Solution and Sales Team and got awards

Languages: English: Fluent II Bengali: Native II Arabic: Beginner II Hindi: Beginner

Hobbies & Interests

- Love to read books with different categories especially religious, adventures & also love to read documentary
- Watch NET GEO, Animal Planet (wildlife), and movies with historical background and meaningful story
- Love to travel mostly to places having green atmosphere

Personal info: Date of Birth: 4th Nov, 1983, Blood Group: AB+, Marital Status: Married, H. District: Chittagong

References: Mr. Fara Newas, AGM, Human Resources Department, Huawei Technologies (Bangladesh) Limited