

CONTACT ME

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SKILLS

- Administrative Support
- Compliance Support
- Data Collection & Research
- Report Preparation
- Communication Skills
- Teamwork & Collaboration
- Problem-Solving
- Decision-Making

EXPERTISE

- Decision Making Ability
- Problem Solving
- Employee Welfare
- Payroll & Documentation
- Labour Rights

MOHUA CHAKRABORTY

RMG | HR & Administration | Social Compliance | Welfare | Payroll |



CAREER OBJECTIVE

Economics graduate with training in RMG Social & Environmental Compliance and Payroll Management, seeking an entry-level role in HR, Compliance, Welfare, Administration, or related RMG functions. Eager to contribute, learn, and grow professionally.

EDUCATION

Bachelor of Social Science (Economics) 2020

National University, Bangladesh

Year of Completion: 2020

Higher Secondary Certificate (Humanities) 2015

Enayet Bazar Mohila College, Chattogram

Board: Chittagong

Year of Completion: 2015

Secondary School Certificate (Humanities) 2013

Jamal Khan Kusum Kumari City Corporation Girls'

High School, Chattogram

Board: Chittagong

Year of Completion: 2013

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet Browsing

- Email Communication
- Office File Management
- Data Entry & Documentation

LANGUAGE SKILL

- Bangla-Native

- English- Professional Working Proficiency

PROFESSIONAL CERTIFICATION

1) Social and Environmental Compliance for RMG (NSDA-level-3)
Institute of Apparel Research and Technology (BKMEA)

Under the Auspices of BKMEA, MOF, GOB, ADB

Duration: 3 Months (240 Hours) | 60 Events, 01 F.V

Topics Covered:

- Workplace Communication
- Labour Rights
- Teamwork
- Anti-Discrimination
- Social Compliance Issues
- Workers Safety Issue
- Audit Framework
- Sustainability
- Water, Energy, and Chemical Management

2) Payroll Management
(HRD Foundation)

Duration :1 month

REFERENCES

Wasifa Akter

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Mohua
Signature