



Career Opportunity at DBL PHARMACEUTICALS LTD.



Executive – Human Resources

DBL Pharmaceuticals Ltd., a concern of DBL Group; is one of the fastest growing pharmaceutical companies in Bangladesh. To deliver high-quality, safe and effective pharmaceutical products, DBL Pharma has established a state-of-the-art manufacturing facility to comply with World Health Organization (WHO), US FDA & European GMP regulations. To support our continuous business expansion, currently we are looking for talented and aspiring individual in the position of “Executive – Human Resources”

Job Responsibilities

- Support end-to-end recruitment activities like coordinate interviews, assessments and communication with prospective candidates;
- Maintain HR databases and ensure data accuracy in HRIS;
- Maintain employee personal files, contracts and HR documentation like offer letters, appointment letters, onboarding documentation etc.;
- Handle final settlement of outgoing employees;
- Assist in performance management processes;
- Prepare and submit monthly HR reports as per the management requirements;
- Address relevant employee queries and provide HR support;
- Any other tasks assigned as and when required by management.

Pre-requisites to Apply

- MBA/BBA with a major in HRM or Management from a reputed university;
- Minimum 1 to 2 years' experience in similar job role. Freshers are encouraged to apply;
- Strong communication skills with the ability to coordinate effectively with internal and external stakeholders;
- Excellent interpersonal and analytical skills;
- Proficient in MS Office Suite (Word, Excel, PowerPoint).

Job Location

Corporate Office
DBL Pharmaceuticals Ltd.
Gulshan 01, Dhaka



Please Send Your Updated Resume to:
hr@dbl-pharma.com

**Please mention position in subject line*

*****Application Deadline: 12 April, 2026**

DBL Pharmaceuticals Limited

Corporate Office: Level-3, House-10/A, Road No.-4, Gulshan-1, Dhaka-1212, Bangladesh

+88013229033716

info@dbl-pharma.com

dbl-pharma.com

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Manufacturing Plant: Surabari, Kashimpur, Gazipur