

Puja Chakroborty



Contact

Address:

House no: 51/10, Road no: 12,
Pisciculture Housing Society,
Shekertek, Mohammadpur,
Dhaka

Phone:

+88 01943-685699

+88 01794393393

Email:

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Languages

Bangla – Native

English – Professional

Hindi – Professional

References

Khandoker Ashrafuzzaman

Designation: Admin

Manager(HR)

Organization: Sharmin Group

Address: Narshinghopur,

Asulia, Dhaka

Mobile: +88 01713-274908

Career Objectives

To build up a successful career by obtaining a challenging position in a reputed organization where I can apply my skill, knowledge to enhance organization success and also to enhance my personal knowledge and experience.

Core Proficiency

- Core HR
- Strong decision maker
- Complex problem solver
- Positivity
- Hard Working
- Service-focused

Experience

HR Executive - 01/2017 to 07/2019

Car Bangla Ltd. Uttara, Dhaka

- Generate data documentation, data management & file management.
- Conducting training & recruitment to support continuous development.
- Assist staff communication & maintaining tracking activities for the driver & passengers.
- Assist in conducting general meeting.
- Maintain strong client focus by working with management.
- Manages administrative support task & provides general administrative assistance.

Education

Masters of Business Administration: **Human Resource Management** – 2019

CGPA: 3.80

Army Institute of Business Administration, Savar, Dhaka

Bachelor of Business Administration: **Human Resource Management** – 2016

CGPA: 3.39

International University of Business Agriculture & Technology, Uttara, Dhaka

Technical Skills

Computer Skills: MS Office, Internet, Email & also able to type in English with the speed of 25-30 WPM (95% accuracy)