

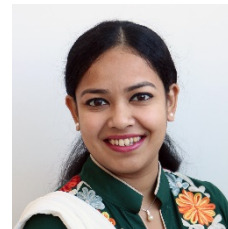
# FARZANA AHMED

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## Career Objective

A qualified and experienced HR professional looking for a senior level HR position where I can contribute by leveraging my unique experiences and strengths to improve the efficiency and effectiveness of the overall human resources management processes of the organization.

## Summary Profile

- More than 9 years of experience in Human Resources Management with particular focus in Recruitment & Talent Management, L&D, OD and HR Administration.
- Highly organized individual with excellent interpersonal and stakeholder management skills.
- Recipient of Vice Chancellor's Award and Summa Cum Laude Award in MBA Program.

## Professional Experience

- **Manager**, Human Resources Department, Dnet  
[January 2018 - Till Date]
  - Solely managing Recruitment of Dnet and its social enterprises
  - Managing General HR Administration processes
  - Managing Compensation and Benefit section as HR focal
  - Managing End Service processes
  - Managing L&D and Culture Management process of Dnet
  - Performing as a HR Business Partner for social enterprises and all other stakeholders
  - Working as a Gender and Child Protection focal of Dnet and its enterprises
  - Handling different grievance related cases
- **Deputy Manager**, Human Resources Department, Dnet  
[November 2016 – December 2017]
  - In-charge of Recruitment of Dnet and its social enterprises
  - Managing L&D and Culture Management process of Dnet
  - HR Business Partner for internal stakeholders and social enterprises
  - Working as a gender and grievance focal of Dnet and its enterprises
- **Deputy Manager**, Staff Development Unit, BRAC Microfinance  
[August 2014 – November 2016]
  - In-charge of Talent Management function of Microfinance, including Development Plan design and implementation, Assessment Center & Development Center management, Performance Evaluation and Confirmation processing of all Management Trainees, Area Manager Trainees, Branch Manager Trainees and Credit Officers.
  - Managed overall Succession Planning of Regional Manager, Area Manager and Branch Manager positions and overseeing their ongoing Training & Development activities.
  - In-charge of all women staff related initiatives including policy review, mentoring, special recruitment, workshop etc. with an aim to ensure gender equality at every tier.
  - Managed internal employee Transfer and End Service Process of Microfinance's 17,000+ employees as an approval authority.
  - Involved in planning, developing and revising policies, and providing relevant support and guidance to a team.

- **Management Professional Staff**, Staff Development Unit, BRAC Microfinance  
[February 2013 - July 2014]
  - Developed and maintained a pool of potential Branch, Area and Regional Managers through a rigorous Succession Management process.
  - Coordinated country wide Transfer process.
  - Oversaw regular Leadership Development Courses for potential Regional Managers.
  - Mentored newly recruited female employees as part of regular on-boarding process.
- **Management Trainee**, Staff Development Unit, BRAC Microfinance  
[February 2012 - January 2013]
- **Teacher**, Marie Curie School  
[July 2010 - October 2010]
- **Teaching Assistant**, School of Business, United International University  
[October 2008 - January 2009]

## Academic Background

Degree and Institution	Passing Year	CGPA
▪ <b>Post Graduate Diploma in Human Resource Management</b> Bangladesh Institute of Management (BIM)	2014	3.79
▪ <b>Master of Business Administration (Marketing)</b> American International University-Bangladesh (AIUB)	2012	4.00
▪ <b>Bachelor of Business Administration (Marketing and HR)</b> United International University (UIU)	2010	3.77

## Professional Training

- Sexual Harassment and Grievance Handling [May 2020]
- Training on USAID Rules and Regulations [December 2019]
- Leadership & Team-building [September 2017]
- Recruitment and Selection through Assessment Centre [May 2016]
- Becoming A Confident Trainer [October 2014]
- BRAC Leadership Development Program-Level 2 [May 2013]
- Process Mapping [March 2013]
- BRAC Leadership Development Program-Level 1 [October 2012]

## Academic Achievements

- Vice Chancellor's Award and Summa Cum Laude Award in MBA program
- Cum Laude Award in BBA program
- 50% tuition fee waiver in MBA program and 100% tuition fee waiver in BBA

## Extra-Curricular Activities

- Served as Conference Aid under Ministry of Foreign Affairs [2011]
- Chief of Finance, UIU Entrepreneurship Forum [2009 - 2010]
- Executive Treasurer, UIU Debating Club [2008 - 2009]

## References

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