

Curriculum Vitae of Falguni Biswas

C/O: Mihir Kumar Biswas.

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Mirpur 10, Dhaka 1216, Bangladesh.

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Name of Working Company:

Japan Tobacco International (JTI), Berger Paints Bangladesh, Coca Cola IBPL, ACI Godrej, Transcom Food & Beverage & Perfetti Van Melle and Some RMG & Leather Companies (FCI BD, Hoptune, VIP Industries & Bata)

Top Level (29 positions)

Country Director: 01
CEO & CFO: 02
Head of HR: 03
Head of Operations: 02
Head of Sales: 04
Head of Logistics: 01
Head of Commercial: 01
Head of Supply Chain: 01
Head of Project: 01
Sr. Engineers: 04
Head of Design: 01
Head of Quality: 01
Head of Plant: 01
GM of Merchandising: 05
Head of Marketing (RMG): 01

Mid-Level (50 positions)

Recruited HR, Admin, NGO, Marketing, Sales, Project Manager & Engineer Professionals

Junior Level (60 positions)

Recruited Sales force & Brand Promoter position.

Total No. of Recruitment 140

Candidate Assessment Programme

Doing Assessment for Berger Paints Bangladesh Ltd.
Run total No. of assessment
15 (Different Positions)

PERSONAL SUMMARY

A competent and organized humanitarian individual who is able to work as part of a team and manage several priorities at any one time. I have good experience in HR specially in recruitment site. Right now, I would like to work for a good organization where I will build up my future HR career.

Professional Degree

Professional Degree on PGDHRM from Bangladesh Institute of Management (BIM).
(Result 3.88 out of 4.00)

Total Years of Experience: 4.3 Years.

CAREER HISTORY

Current Employer: Elegant Group

Position: Team Lead- Talent Acquisition & Recruitment (Group HR)

Duration: 01 February 2019 to till now

Reason for Leave: The Head Office will be shifted from Dhaka to Gazipur area.

Job Responsibilities:

1. Independent key role player on recruitment, talent source & head-hunting.
2. Work recruitment related work closely with Dubai & Bangladesh office.
3. Independently sourcing top-level foreign/national candidates and arranging interview with management level.
4. Managing HR issues for Bangladesh & Abroad office.
5. CV sourcing, candidate shortlisting as per job requirement, developing job portfolio, prepare JD, develop competency mapping checklist, taking preliminary interview over the phone & video conference.
6. Reference checking, job offering, salary negotiation to align with the budget and prepare offer letter & appointment letter.
7. Conducting job orientation and employee grievance handling.
8. Advertise job posting and circulate into different media platform e.g. bdjobs portal, facebook & LinkedIn.
9. Communicating with candidates for interview and prepare interview panel.
10. Organizing job fair in different universities and maintain connection with HR Business partners.
11. Regular basis updates the employees file, managing employee leave & attendance, managing foreigner work permit issues, assist to prepare payroll & on time salary disbursement, prepare joining & resign report monthly, doing employee clearness.

Educational Qualification

Post-Graduation

MS in Criminology and Police Science

From: Mawlana
Bhashani Science and
Technology
University.
Year of Passing: 2013
Result: CGPA 3.70 out of 4
(2nd Position) [70% to less
than 75% Marks Obtained].

Graduation

B.Sc (Honors) in Criminology and Police Science

From: Mawlana
Bhashani Science and
Technology University
Year of Passing: 2010
Result: CGPA 3.46 out of
4 (10th position) [65% to
less than 70% Marks
Obtained].

HSC

Higher Secondary School Certificate

Group: Science
Year of Passing: 2006
Group: Science
Result: GPA 3.50 out of 5.0

SSC

Secondary School Certificate

Group: Science
Year of Passing: 2004
School: Gouripur Pilot
Girls High School.
Result: GPA 4.63 out of 5.0

Last Recent Employer: Talent Centric Ltd.

Position: Sr. HR Associate (Recruitment & Talent Acquisition)

Job Duration: January 2017 to 30 January 2019 (2.1 Years)

Job Responsibilities:

1. Work independently for doing recruitment & selection as well as give job advertisement, maintain CV Bank, CV shortlisting, interview calling & conducting preliminary interview for judging candidate.
2. Talent Mapping, CV sourcing & source potential candidate for national & international recruitment.
3. Maintain transparency & confidentiality for recruitment & selection process and vendor enlistment process.
4. Give confirmation call to candidate, checking reference & prepare job confirmation letter.
5. Manage leave balance, HR documentation, staff personnel file, conduct staff orientation and assist accounts team for preparing salary sheet or payroll.
6. Working with paper related work such as prepare yearly increment letter and manage exit interview process.
7. Arrange training programme for new staff orientation.
8. Staff performance evaluation.
9. Arrange Workshop & training programme for employee, arrange accommodation for foreign delegates and assist admin team for visa processing work.

Employer: Acid Survivors Foundation (Head office)

Position: Officer

Job Nature: Contractual

Job Duration: May 2016 to December 2016 (8 Months)

Job Responsibilities:

1. Regularly updating & documented clients file in 10 districts of Bangladesh.
2. Preparing client reports and database, and maintain catalog.
3. Monitoring project status in regular basis.
4. To regular basis advocacy & networking with government & NGOs.
5. Managing partnership with BRAC & PAPRI for client management and project implement.
6. Writing various official reports, case study, letters, and office circular.

Employer: BRAC (Head Office, Dhaka)

Position: Divisional Risk Manager

Job Nature: Contractual

Duration: April 2015 to January 2016. (10 Months)

Job Responsibilities:

1. Identify risks and collect monthly risk register report from BRAC Microfinance programme.
2. Maintain regular communication with 250 Regional Managers for risk mitigation.
3. Prepare risk register report from 250 regions for programmes of BRAC.
4. Analyzing and determining severity rate of various risks.
5. Regularly monitor risk management work process, progress and field office-reporting
6. Prepare and submit quarterly updated risk register report at higher managerial level.

LANGUAGE PROFICIENCY

- Fluent in both Bangla and English (Reading, Writing & Speaking).

COMPUTER PROFICIENCY

- Application Soft: Microsoft Office Packages (MS Word, MS Excel, MS PowerPoint), Online Database Management & Adobe Photoshop.
- English Typing Speed is (30wpm) & Bengali typing Speed is (25 wpm).
- Have knowledge on Data Editing, Good command over Internet surfing; application management, Efficient in proper documentation and multimedia presentation related activities in academic & organizational atmosphere and so many.

Professional Training Course & Workshop

Training on Professional Development		
Training/Workshop/Seminar	Institution	Duration
Humanitarian Core Skill Development	MzN International (UK Based Consultancy Firm)	8 Month
Finance for Non Finance People	MSS consultancy	2 Days
Budget Control and planning Workshop	Bdjobs	1 Day
Universal Health Coverage Course	James P. Grant Public Health School & ICDDRDB.	5 Days
Advanced Training Course on Research Methodology	Bangladesh Peace & Development Mission (BPDM)	1.5 Months

Personal Profile

Father's Name : Mihir Kumar Biswas
Mother's Name : Pronoti Biswas
Date of Birth : 03 February 1989
Age : 30 Years
Nationality : Bangladeshi

National ID : 6122308706146
Gender : Female
Marital Status : Married
Religion : Sanaton (Hinduism).
Blood Group : A (+ve)

References**Name: Md. Saiful Alam**

Position: Deputy Director of M & E
 Organization: Bangladesh Legal Aid Services Trust (BLAST)
 Contact Number: 01712215940
 Email ID: lfl.monitoring@gmail.com

Name: Farina Ahmed

Position: Senior Programme Manager
 Organization: World Vision
 Contact Number: 01715495315
 Email ID: farinaahmed15@gmail.com

Certification

I hereby certify that, the information provided above are true in best of my knowledge and sense and well supported by legal documents.

Falguni Biswas
 22 December 2019