



PRICILA ZAMAN TONNY

Looking for a "Career" than a mere "Job" wherein I may explore avenues for exercising my experience and educational knowledge towards making positive impact to an organization as well as developing my professional skills and abilities.

CONTACT

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☎ +8801672612568
📍 Bashundhara R/A, , Dhaka

SKILLS

Talent assessment;
Performance Management;
Talent Acquisition;
MS word, Excel,
Power Point slide presentation
Expert in Microsoft Office

EDUCATION

Post Graduate Diploma in
HRM
*Bangladesh Institute of
Management*
Year: 2015
CGPA: 4.00

Masters of Business
Administration (MBA)
ASA University Bangladesh
Major: Human Resource
Management
Year: 2012
CGPA: 4.00

Bachelor of Business
Administration (BBA)
ASA University Bangladesh
Major: Human Resource
Management
Year: 2011
CGPA: 3.977

Higher Secondary School
Certificate (HSC)
Jashore Cantonment College
Major: Business Studies
Year: 2006
CGPA: 5.00
Secondary School Certificate
(SSC)
Govt. Girls High School, Jashore
Major: Business Studies
Year: 2004
CGPA: 4.50

Experiences

1. BRAC

Department: Talent Management, People & Culture

Position: Deputy Manager

Duration: 01 January 2017 to till now.

Duties & Responsibilities:

- Work in team to develop and implement "Organizational Talent Strategy" to identify high potentials for next leadership roles.
- Identify the right staff for right position based on assessment objective to excel organization-wide succession plan.
- Design and lead assessment centers by compiling organizational leadership competency framework.
- Develop in-house business cases and other assessment tools for assessment purpose.
- Coordinate with different service providers/ consultants for outsourcing assessment tools or psychometric tests (e.g. Mettle, Predictive Index, PWC, Thomas, Revelian etc.)
- Devise organization wide 'Key Role Identification' process for anticipating market need and supply of talent against those identified key roles.
- Discuss alternative career-path options with high-potential employees.
- Coordinate 'Talent Calibration' and 'Performance Review' boards with the Senior Management.
- Performance Management by compiling personnel IDP and their gap-analysis findings.
- Work as a linking-pin between client department/ business entities and HR to ensure smooth operation from both parties' perspectives and provide end-to-end services.
- Synchronize and design development journey in collaboration with 'Learning team' for the talents and weak performers identified from the assessments.
- Follow-up and revamp different talent interventions by real time data analysis, frequent field visits, market researches & workforce mapping.
- Coordinate 'Young Leadership Programs' starting from recruitment to till deployment.
- Align and carry-out basic HR operational functions.

Department: Staff Development Unit, Microfinance

Position: Assistant Manager

Duration: 24 May 2015 to 31 December, 2016

Duties & Responsibilities:

- Ensure right number of staff in the right place through recruitment.
- Ensure effective performance appraisal of MF staff according to PMS guidelines while maintaining deadlines.
- Act as a central coordinator from SDU of BRAC international.

2. Cross Freight Lines Ltd. a sister concern of EXPO Group, Bangladesh

Department: Human Resource

Position: Human Resource Business Partner

Duration: 02 May 2013 to 22 May 2015.

Duties & Responsibilities:

- People Acquisition and Socialization Initiative : Ensure effective People acquisition and socialization process through on time recruitment & selection and placement, initiating customize orientation & induction program for new employees, provide Job descriptions and guideline, work process review and advising the best fit consulting with HOD & BUH.

TRAINING & WORKSHOP

- Participated in Online ;Payroll Management” Course
- Leadership Development Course by Enroute Management Consultant
- Assessment Centre Design & Interview Skill by HRX
- Attended 03 days training on “Assessment Centre” Facilitated by Mr. Mahbub Mannan, Managing Director, HRX Consulting.
- Attended session on "Productivity through MS Excel 2013"
- HR Transformation for 21st Century Facilitated by Mr. Md. Musharrof Hossain President, BSHRM & Head of HR , icddr
- Attended BSHRM- Grameenphone International HR-Conference- 2014
- Enhance Productivity Campaign Facilitated by Mr. Md. Nurullah Mamun Chowdhury Head of HR at Friendship
- Speed and Time Facilitated by Mr. Md. Nurullah Mamun Chowdhury Head of HR at Friendship
- Powerful Presentation Workshop

ACADEMIC ACHIEVEMENT

- Chancellors award (Summa cum Laude) for obtaining highest CGPA (4.0 on a scale of 4.0) in MBA
- Board scholarship for H.S.C. result.
- 100% waiver in BBA.
- 40% waiver in MBA

REFERRAL

Nisha A. Khan
Assistant General Manager,
Organizational Development
BRAC International
+8807171642561

Aoishwariya Khisa
Associate Director,
HRD BRAC International
+8801730351392

- PMS Management & Learning Organization Initiative: Identify the Performance & Competency GAP through effective PMS, documented it in TNA module and Plan Yearly Learning program and Coordinate Employee development issues through effective Learning & Development program and arrange training (in-house/External) by contacting with professional institutions consulting with Group Corporate HRD.
- Maintenance of HR functional Database & HCM Implementation: Maintain all sorts of functional database related to business HR, maximize effective use of HCM (HRIS Software) within the organization to ensure on time i.e. employee departing, transfer, promotion, short-term hiring, contract amendment, confirmation, and separation, settlement.
- Fast Track Service Desk on Human Resources and Administration issues: Perform as an Fast Track Service desk and maximizing all kind of HR & Admin support towards business i.e., Attendance, Logistics & Transport support, Vendor & Supplier Management, on time Procurement etc.
- Policy Compliance & Practice Value based Employment Practice: Ensure effective initiative to implement organization’s HR policy manual and provide clarification/explanation (when necessary), Compile policy changes that are circulated through memo or all bang or any new policy, incorporate those in the manual, and circulate to all concern.

3. building technology & ideas ltd.

Department: Human Resource

Position: Jr. Executive

Duration: 15 November, 2011 to 28 April, 2013

Duties & Responsibilities:

- Salary survey and based on analysis prepare the survey report,
- Assist to prepare candidate profile for interview, as well as final selection
- Assist to organize the employee orientation program
- Prepare evaluation report of orientation program and other trainings,
- Ensure the employee orientation program by the respective dept.,
- Prepare and circulate welcome notice on employee joining,
- Employee personal database update,
- Assist in recruitment and selection activities,
- Manage day to day HR activities, administrative work, conducting meeting, preparation of minutes,
- Other works as and when management required

4. Worked as an intern in ACI Ltd. from February 01, 2011 to May 02, 2011.

PERSONAL INFORMATION

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|------------------|-----------------------|
| ▪ Date of Birth: | October 20, 1989 |
| ▪ Nationality: | Bangladeshi |
| ▪ Father’s Name: | Mr. Md. Akhtaruzzaman |
| ▪ Mother’s Name: | Mrs. Samima Sultana |

To my best acknowledgement all the above mentioned is authentic and up to date.

Pricila Zaman Tonny