

Shakib Quraishy

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Summary

Being a Human Resources Professional, I am developing and preparing myself every day to be competent enough to deal with all the activities of the Human Resources Department, starting from recruitment & selection to training & development, performance appraisal, compensation & benefit and HR operations. Not to be a specialist only in one segment but to be a performer of all the HR activities is my ultimate goal.

Experience



Human Resources Executive

Notionhive

Oct 2021 - Present (9 months +)

1. Recruitment & Selection.
2. Employee onboarding.
3. Leave Management.
4. Working on improving organizational culture.
5. Working on team building activities.
6. Maintaining & updating employee database on a regular basis.
7. Conducting exit interviews & ensuring smooth employee offboarding.
8. Working on different aspects of organizational development.
9. Ensuring KPI based performance appraisal across the departments.
10. Assisting the Finance department in preparing monthly salary sheets.
11. Performing different activities of HR operations.



Executive-HR & Administration

Pro Adman

Jan 2021 - Sep 2021 (9 months)



Human Resources Executive

Omicon Group

Oct 2019 - Aug 2020 (11 months)

1. Recruitment & Selection.
2. Employee Joining.
3. Policy & SOP Development.
4. Developing Department-Wise Job Description & Job Specification.
5. Preparing Proposals, Promotion Letter, Transfer Letter, Show-Cause Letter, Office Orders & other Official Letters.
6. Leave Management.



Human Resources Intern

SSG (Super Star Group)

Feb 2019 - Jun 2019 (5 months)

1. Managing Id card & business card of the employees.
2. Maintaining the personal files of the employees.
3. Assisting in maintaining employee attendance record.
4. Accepting Resign letters & doing smooth settlement of the resignee.
5. Conducting interviews & taking exams.
6. Updating & maintaining the employee personal file database.
7. Preparing salary deduction report to support the payroll process.
8. Contacting the candidates for interviews or for any other issues.
9. Supporting in the employee confirmation process.

Education



United International University

Bachelor of Business Administration - BBA, Human Resources Management/
Personnel Administration, General
2014 - 2018

Skills

Microsoft Word • Microsoft Excel • HR Policies • Cross-cultural Communication Skills • Fluency in English