

Aresha Manami Shafiq

Email Address: areshamanami@yahoo.com

Phone Number: +8801619217009

Address : House-2B Road-73 Gulshan-2,Dhaka-1212



*HR graduate with solid experience in Human Resources Departments in Corporate and Development organizations
equipped with a BA in Human Resources from University of Toronto*

— Key Qualifications —

- Established in liaison and execution of human resources strategic initiatives, frameworks, procedures in line with the organizational strategy
- Experienced in sourcing, selecting, screening, and interviewing candidates to meet recruitment needs of the team
- Competent in analyzing HR data and trends with technical expertise in Microsoft Office
- Proven track record of accurately processing documentation and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives while ensuring compliance to HR standards
- Adept in conducting employee onboarding sessions and develop training modules
- Ability to draft and develop human resources policies and procedures

Educational Background

Bachelor of Arts, Majors in Employment Relations, Industrial Relations and Human Resources
University of Toronto, St George, September 2014-April 2018

Professional Experience

Senior Officer, Human Resources Strategy and Communication
Human Resources and Learning Division-BRAC

March 2019-Present

Drive, coordinate, and support the development and implementation of the organization's HR Strategic Initiatives and projects across BRAC with necessary reporting on compliance status to different stakeholders

Selected Contributions:

- Responsible for preparation of Human Resource Director's deliverables, progress reports and presentations under direct guidance and in consultation with the Human Resource Director
- Developed and raised awareness on organization's safeguarding policies, procedures and reporting mechanisms
- Aided different strategy development initiatives, including country strategy and programmatic strategy
- Liaised with BRAC programs for implementation and streamlining of Human Resources policies and procedures
- Collaborated with all HR functions to coordinate onboarding and development of onboarding modules for new joiners

Human Resources Trainee
British American Tobacco Bangladesh

September 2018-December 2018

Cultivated high attention to details and confidentiality of HR information to effectively support the HR functions

Selected Contributions:

- Organized and supervised employee training programs by collaborating with the HR management team
- Processed leave forms, payroll documents and tax documents
- Coordinated recruitment activities inclusive of preparation of assessment centers, interview scheduling and updating candidate tracker
- Aided in completion of employee performance rewards, HR personal files and new joiner documents

Human Resources Executive (Contractual)
British Council Bangladesh

July 2018-August 2018

Provided quality administrative and management support to the HR operation in compliance with all aspects of Human Resources tasks, including Learning & Development, Performance Management, Recruitment, Induction and other day to day operational tasks

Selected Contributions:

- Arranged two publications of job advertisements in web sites using e-recruitment
- Calculated and updated yearly ratings
- Developed and drafted internship plan
- Assisted in the implementation of global HRIS

Career Services Assistant
University of Toronto, School of Public Policy and Governance – Toronto

May 2017-August 2017

Key contributor to the coordination and execution of employer recruitment events and professional development workshops. Sourced multiple internships and full-time jobs postings published on multiple online job boards

Selected Contributions:

- Fostered solid working relationships with key stakeholders within the department by leveraging solid communication and interpersonal skills
- Refined skills and abilities in sourcing and recruitment of top talented students by building partnerships with private and public companies, participants in the campus recruitment events
- Key participant in career coaching and development sessions with students organized within the department
- Thoroughly researched, identified, and compiled government jobs and program information for students to apply to job openings

Recruitment and Selection Team Intern
Teach for Bangladesh

July 2016-August 2016

Coordinated the recruitment and selection activities to meet established targets for the organization

Selected Contributions:

- Efficiently identified potential sources of candidates' recruitment by organizing on-campus recruitment booths and information sessions
- Successfully recruited over 50 candidates by leveraging solid communication and selection skills

- Developed marketing strategies such as campus surveys and application forms for recruitment tool kit and increased applicant responses by 10%
- Assisted in the development of strategic recruitment plans inclusive of social media recruitment tools to identify qualified applicants with staffing managers, hiring managers and interview teams

Human Resources Office Assistant

University of Toronto, St Michael's College – Toronto

October 2015-February 2016

Contributed to the payroll processing and data management, as well as maintained accurate payroll and HR records in line with university standards

Selected Contributions:

- Constantly ensured compliance with HR and payroll university standards while processing confidential documentation
- Accurately reviewed and edited collective agreements to ensure proposed changes are being implemented.
- Updated the St. Michael's College website and delivered new changes to it

Social Business Team Intern

Yunus Centre Bangladesh

May 2015-August 2015

Research Internship on social Business and philosophy of Nobel Laureate Professor Yunus

Selected Contributions:

- Attended meetings with Grameen Social Business companies – Grameen Intel, Grameen Veolia, Grameen Telecom, Grameen Caledonian College of Nursing, Grameen Healthcare, Grameen Shakti, Grameen DANONE
- Worked on Yunus Centre's interns' magazine by collaborating with other interns
- Summarized reports and created social business plans

Community Leadership

- Industrial Relations Executive, University of Toronto Business Association, Jul 2017 – April 2018
- Talent Acquisition Campus Ambassador, Teach for Bangladesh, Dhaka, Sep 2016-Apr 2017
- Member of the International Student Advisory Committee, Centre for International Experience, University of Toronto, Nov 2016-Apr 2017
- International Student Mentor, Centre for International Experience, University of Toronto, Apr 2016- Apr 2017
- Project Leader for Alternative Reading Week, Centre for Community Partnerships, University of Toronto, Sep 2015-Mar 2016