**Curriculum Vitae of**

**Falguni Biswas**

C/O: Mihir Kumar Biswas.

Address: 324 (3rd floor), Flat No- 3D, Senpara Porbota, Mirpur 10, Dhaka1216, Bangladesh.

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**Email:** [**falguni.snowwhite@gmail.com**](mailto:falguni.snowwhite@gmail.com)

***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, Hoplune, 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)***

**PERSONALSUMMARY**

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: CGPA3.70 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.

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| **LANGUAGE PROFICIENCY** |  | **COMPUTER PROFICIENCY** |
| * Fluent in both Bangla and   English (Reading, Writing & Speaking). |  | * 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**

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| --- | --- | --- | --- |
| **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 | Bdjobs | 1 | Day |
| Workshop |  |  |  |
| Universal Health Coverage Course | James P. Grant Public Health School & ICDDRB. | 5 | Days |
|  |  |  |  |
| Advanced Training Course on | Bangladesh Peace & Development | 1.5 Months | |
| Research Methodology | Mission (BPDM) |  |  |
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**Personal Profile**

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| --- | --- | --- | --- | --- | --- | --- |
| **Father's Name** | **:** | Mihir Kumar Biswas |  | **National ID** | **:** | 6122308706146 |
| **Mother's Name** | **:** | Pronoti Biswas |  | **Gender** | **:** | Female |
| **Date of Birth** | **:** | 03 February 1989 |  | **Marital Status** | **:** | Married |
| **Age** | **:** | 30 Years |  | **Religion** | **:** | Sanaton (Hinduism). |
| **Nationality** | **:** | Bangladeshi |  | **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**