

NAZIA HOSSAIN

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OBJECTIVE:

To achieve successful career through devotion, commitment and hard work with an opportunity to work with people in an environment of excellence.

WORK EXPERIENCES:

✚ **Executive, HR (Recruitment & Management):** Venturas Limited
(From November 2018 to present)

Responsibilities:

- Designing & Implementing effective sourcing, screening, interviewing & recruiting techniques for potential candidates
- Maintaining, Compiling & Updating database/records of employees & potential candidates continuously (Both hard & soft copies)
- Monitoring the overall day-to-day activities of the recruitment process closely
- Monitoring HR workflow procedures efficiently like- recruiting, new employee on-boarding, training of new joiners, leave/late management etc.
- Maintaining all the HR related documentation (manually & digitally) with effective filing systems
- Providing clerical and administrative support to daily HR functions

✚ **Executive, HR & Admin:** Lamudi Bangladesh, Rocket-Internet SE
(From March 2016 to January 2018)

Responsibilities:

- Performing day-to-day HR management & admin activities on time with proper monitoring
- Ensuring internal & external correspondence with management, employees & potential clients while maintaining both employee & customer relationship professionally
- Supporting other teams with various administrative tasks (like- scheduling meetings with management, booking conference/meeting room, organizing meetings/events etc.)
- Maintaining office supplies with proper inventory management
- Coordinating, Planning & Organizing for company's various internal & external business & social events/meetings

✚ **Intern:** Airtel Bangladesh Ltd., Knowledge Management Team, Service Quality Dept.

Responsibilities:

- Processing, Remolding & Transmitting information to the agents, franchisees & retailers.
- Problem solving task creation and conveying promotional campaign.

KEY ACHIEVEMENTS:

- Recognized & Certified as the “Best Employee of the month” for 4 times in Lamudi.

ACADEMIC QUALIFICATIONS:

Degree	Institution	Study Area	Result	Year
PGDHRM	Bangladesh Institute of Management Studies (BIMS)	HRM	Certified	2019-2020
MBA	North South University	Major: Marketing Minor: Management	3.48 on a scale of 4.00	2014-2016
BBA	North South University	Dual Major: 1. Finance & Accounting 2. Marketing	3.20 on a scale of 4.00	2009-2013
HSC	Ideal School And College, Motijheel	Science	5.00 on a scale of 5.00	2006-2008
SSC	Ideal School And College, Motijheel	Science	5.00 on a scale of 5.00	2004-2006

SKILLS:

- **Language Skills:** Proficient in both English and Bengali in speaking & writing.
- **Technical Skills:**
 - Operating System: Windows XP, Windows 7-10.
 - Software Applications: MS Office (Word, Power Point & Excel), Google Docs etc.
 - Specialized Software: Website Back-end system (i.e. BOB), Avro, SPSS.

PERSONAL STRENGTHS:

- Good & hard working team worker as well as good at working individually.
- Honest, Energetic, Self-motivated, Enthusiastic, Organized, Quick Learner and easily Adaptable to new environments.
- Effective communication and presentation skill.
- Good interpersonal skill and proactive in approach.
- Capability of working under immense pressure within deadline with accuracy and sincerity in a challenging work environment.
- Possess Good Leadership Quality & Highly reliable self-starter for completing business related projects.
- Good report writing skill and good typing speed too.

PERSONAL INFORMATION:

- **Father's Name-** Md. Ezaz Hossain
- **Mother's Name-** Rokeya Hossain
- **Date of Birth-** 01/09/1991
- **Marital Status-** Married
- **Religion-** Islam

REFERENCES:

References are available on request.