

## ***Humayra Sharif***

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Mailing Address: Northern Lions R.P. Tower, Plot: 4, Block: D, Zoo Road, Dhaka-1216.



### **Professional Summary**

Recent MBA with exceptional problem-solving skills, creative and critical thinking, and a high ability to generate new and creative ideas to solutions. Experience in project planning & execution, scheduling & cost control, knowledge in marketing research. Effective written and verbal communication skills with demonstrated ability to learn quickly and thrive teamwork environments.

### **Core Qualifications**

- Excellent communication skills that allow to converse with associates on all levels
- Excellent presentation and negotiation skills.
- Creative thinker, keen Problem solver & Powerful decision-making skills

### **Educational Qualifications**

**Master's Degree in Business Administration** - Human Resource Management  
North South University, 2019

**Bachelor's Degree in Business Administration**- Human Resource Management  
Bangladesh University of Business & Technology, 2013

### **Work Experience**

#### **Associate Executive, Business Operations**

Kantar Research (Bangladesh) Pvt. Ltd, September 2019-Present

- Briefing the field executives about the project/ Attending field briefing sessions
- Preparing field budget and communicating the cost related information to commercial and field.
- Managing stimulus requirements: to check field brief note & show cards with questionnaires as per researcher brief before sending to field.
- Conducting mock interviews & assuring quality of fieldwork/Accompaniment / back checks of the interview
- Assisting team for timely delivery of deliverable to internal stakeholders
- Plan & Prepare project schedules/project timelines

**HR Intern**

Coats Bangladesh Ltd, October 2012- January 2013

- Assist HR manager in Recruitment & Orientation program
- Assist HR manager in conducting a daylong Training program for mid-level employees at BRAC CDMA
- Assist HR manager in conducting an online survey for their Employee Engagement program
- Assist in editing & writing for their yearly magazine.
- Assist in organizing Employees Children Art Competition as a part of their Employee Engagement program.

**Computer Skills**

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- Microsoft Office (Word, Excel and PowerPoint)
- Outlook 365, Calendar, Skype

**Languages**

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Professional working proficiency in English and Native language Bangla

**Awards and extracurricular activities**

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- Scholarship from Dhaka Board for Excellence in Higher Secondary Certificate exam.
- First Position in HR Case Competition arranged by Department of Management.
- Member of winning team 'Intra University Wall Magazine Competition
- Member of HR Club, North South University
- Member of ICMA NSU Student Chapter

**Personal Profile**

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Fathers Name: Sharifur Rahman

Mothers Name: Afroza Rahman

Date of Birth: 23rd April, 1990

Nationality: Bangladeshi

Marital status: Single

Permanent Address: House no-5, Road no-1, Block-F, Section-2, Mirpur, Dhaka 1216.

*Humayra Shariq*