

Faria Ishrat

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CAREER OBJECTIVE

To work assiduously in an organization where I can show my talent as well as to develop & re-structure my skills through practical learning's; and also promote my goals to the organization by serving my best with strong commitment & efficient performance.

EDUCATION

North South University (NSU), Bangladesh
Bachelor of Business Administration (BBA)
Major: Human Resource Management
International Business
CGPA 3.07/4.00

Dhaka, Bangladesh
2013 - 2018

Viqarunnisa Noon College
Higher Secondary Certificates
Commerce Division
CGPA 4.80/5.00

Dhaka, Bangladesh
2010-2012

Viqarunnisa Noon School
Secondary School Certificates
Humanities Division
CGPA 4.88/5.00

Dhaka, Bangladesh
2008-2010

WORK EXPERIENCE

Summit Power Ltd.
Junior Assistant Deputy Manager (HR)

Sept 2018 - Present

Payroll Management, PF management, Conduct & coordinating Recruitment & Selection process, Maintaining Employee Personal File, Leave Management

Envoy Textile Limited
Intern

Feb 2018 – April 2018

Implementation of employee welfare techniques, process of recruitment & selection, Organizational employee performance evaluation & appraisal, Up gradation of Employee Personal.

AWARDS AND ACHIEVEMENTS

- Awarded General scholarship in for excellent achievement in Secondary School Certificate (S.S.C) examination by the Government of Bangladesh in 2010.

EXTRA CURRICULAR ACTIVITIES

Jan 2012- Jan 2015

- **Teacher at Students Organization for Frequent Studies**
Teacher (English)
Teaching & evaluation methods of students, communication skills with students & their parents.

SEMINARS & WORKSHOPS ATTENDED

- Attended a workshop on Bangladesh Labor Law 2006, with Amendment 2018 & Labor Rules 2015 conducted by BD Jobs Training.
- Attended Seminar of Nsuers Meet Corporate Icons '15

PERSONAL ATTRIBUTES

- Excellent verbal and written communication skills achieved through job experiences.
- Critical thinking and problem-solving ability gained through academic projects.
- Ability to work independently as well as in a team gained via organizational job.

KEY COMPETITIVE SKILLS

- Excellent knowledge of **MS Excel, MS Office, MS PowerPoint** and **MS Access**.
- Excellent at payroll system using.
- Ability to maintain confidentiality of sensitive data.
- Good at **team management** and maintain friendly relation with team members.
- Good at working efficiently and effectively.
- Good at solving numerical critical problems with.
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LANGUAGE SKILLS

- English: Good levels of spoken and written English.
- Bengali: Native Bengali speaker, ability to read and write fluently.

REFERENCES

Sheikh Shoaib Ali
Sr. Assistant Deputy Manager (HR)
Summit Power Limited.
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Abdullah Al Mamun
Lecturer, Department of Accounting
School of Business & Economics (SBE)
North South University
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