

Asma Begum Lucky

Personal Information



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Mr. Md. Shamsul Islam & Mrs. Aysha Begum

Brief Profile

Asma Begum Lucky is a promising HR Professional with an experience of more than **3.5 years** in conglomerate manufacturing company. Her field of specialization is employee recruitment & selection, employee relations etc.

Asma has been employed as **Talent Acquisition & Learning Officer** in **Omera Petroleum Limited** and **Principal Officer** in **LankaBangla Finance Limited**. Asma has completed her BBA (CGPA 3.67) on Management & MBA (CGPA 3.79) on Human Resource Management from University of Dhaka.

Career objective

Asma wants to build her career in HR of such an organization which has a diversified business portfolio and which provides an opportunity to learn continuously and grow as HR professional and contribute in different development areas of the organization.

Strength

- Well-organized
- Self-driven
- Target oriented
- Well planner
- Negotiating capacity
- Eager to learn
- Proactive
- Team player

In DBL Group Asma has been actively involved in different significant jobs and projects like,

- Group Recruitment
- Ethiopia Project – **Key Account Manager** (DBL's First Overseas Project)
- Career Fair Programs – Key Organizer
- Employee Orientation Program
- Employee Relations

Personal Interests



Learning about HR



People Networking



Watching Movies



Reading



Travel



Painting



Principal Officer
LankaBangla Finance Limited

June 2018 – November 2018

Job responsibilities are –

- HR Operations
- Compensation & Benefits



Talent Acquisition & Learning Specialist
Omera Petroleum Limited

October 2017 – June 2018

Job responsibilities are –

- On time recruitment & on board formalities as per manning plan
- Provide training through the year as per training calendar
- Update training database
- Maintain recruitment status & prepare recruitment report quarterly
- Personal file update as per guideline of ISO
- Employee communication
- Ensuring every employee has SMART KPI's
- Ensure Mid-Year Review of each employees & identify skill gaps (if any) & take necessary measures to develop the employee through training
- Continuous coaching & guideline to embed performance management system within the organization



Sr. Executive - Recruitment & Selection, Group HR
DBL Group

April 2014 – October 2017

Recruitment (Officer and Above):

- Receive requisition from the concern HOD through Unit HR with Job Responsibilities, and Proposed/ Approved Organogram.
- Requisition approval from Concern Board of Director.
- Prepare advertisement content as per requisition and Job Posting in different sources (Bdjobs/ Ethiojobs).
- CV screening from given advertisements / reference / CV Bank etc.
- Send screened CV's to the concern Dept. Head for short listing.
- Formulate interview committee, and fix interview date consulting with committee members.
- Contact with shortlisted candidates for the interview, and prepare Candidates Profile Summary (CPS).
- Collect "Written Test" questions from concern Department Head, and conduct the test accordingly.
- Coordinate interview & collect interview assessment sheet and make summary of interview candidates.
- Coordinate Final Interview/ Board Interview (if necessary).

Selection:

- Salary fixation comparing with existing employees and negotiation with the candidate.
- Prepare Recruitment Approval Checklist (RAC) for final approval from concern Board of Director.
- Contact with the selected candidate for Pre-Employment Medical Test.
- Fill up Job Application Form by the candidate.
- Provide Offer Letter & Pre-Employment Medical Test Forwarding Letter.
- Receive Medical Test Report from CMO.
- Prepare Appointment Letter approved by ED, Group HR & handover to the Employee.

Placement:

- Share information to concern Unit HR and respective HOD about New Joined employees.

Presentation/ Database/ Reports & Others:

- Prepare PowerPoint presentation (Monthly/ Quarterly/ Yearly) for recruited employees.

Ethiopia Project:

Core Job responsibilities when Recruited from Bangladesh

Recruitment process same as current practice of DBL Group.

Raise passport requisition for the employee.

Share the Agreement between the Employee and DBL Industries PLC, Ethiopia.

Fixing Overseas Allowance and take approval from concern Board of Director.

Fixing approved amount of Overseas Allowance to be paid in Bangladesh & Ethiopia in consent of the employee.

Prepare relevant documents for attesting the education certificates of the employee from Ministry of Education (MoE) and Ministry of Foreign Affairs (MoFA).

Prepare documents for SMART Card (Immigration Clearance Card) for the employees who will go to Ethiopia.

Finally on board the employees to DBL Industries PLC, Ethiopia.

Core Job responsibilities when Recruited from Ethiopia

Job advertise in Ethiojobs.

Screen CV's and conduct first Interview in Mekelle, Ethiopia.

Collect interview assessment through Email.

Final Interview in Corporate Office, Bangladesh through Skype.

Salary Fixation and take approval from concern Board of Director.

Share Agreement and Role Profile with the Employee.

Follow up with Ethiopian HR regarding joining and other formalities.

Education & HR Community Attachment

Education		Area of Interest	HR Community	
	MBA in HRM, 2013 University of Dhaka Result: 3.79 out of 4.00	Human Resource Management Organization Development Conflict Management Industrial Psychology Organization Behavior Entrepreneurship Development Business Communication Strategic Management		General Member of BSHRM
	BBA in Management, 2012 University of Dhaka Result: 3.67 out of 4.00			
	HSC in Business Studies, 2007 Dhaka City College Result: 4.90 out of 5.00			
	SSC in Business Studies, 2005 Pallabi M. I. Model High School Result: 4.81 out of 5.00			

Recent Trainings Received

Training Title	Type of Skills	Training Institute	Facilitator	Year
Microsoft Excel	Functional Skills	DBL Group	Mustafa Manwar, Principal Trainer	2016

References

Name: Ms. Dilruba Sharmin Khan
Relation: Professional
Executive Director
TEAM Group
Mobile: 01730796730
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Name: Mr. Mohammad Riyad Hossain
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