

FARHANA RASHED

PERSONAL INFORMATION



📍 Present Address: (Flat-B5) 373/15, Free School Street, Hatirpool, Dhaka- 1205
📍 Permanent Address: 15 Central Road, Dhanmondi, Dhaka-1205
📞 +880167-2111088
✉ mimfarhana@gmail.com
💬 Skype live:mimfarhana_1
Sex Female | Date of birth 21/07/1997 | Nationality Bangladeshi

In order to diversify my expertise and ensure development of my professional career I wish to develop a challenging career in a reputed organization where I can utilize my versatile skillsets and achieve mutual benefits. My blend of academic knowledge along with the earned professional experience allows me to ensure remarkable performance for an organization.

WORK EXPERIENCE

16 August 2020 – Till

HR-Intern

International Development Enterprises (iDE)

1. To file and keep the HR files up -to -dated always.
2. Assist HR Partner to track the record of time sheet and weekly work plan.
3. Assist with screening applications and coordinate in selection process.
4. Provide HR Training support.
5. Collect and update our database with new hire information.
6. Responding to staff inquiries regarding HR policies, employee benefit and other HR related matters.
7. Execute day to day HR related activities like monitoring, attendance and leaves.

01 Jan 2019 – 04 April 2019

Intern

Bank Asia Ltd

01. Manage customer bank accounts.
02. Reach out to potential customer to generate new business.
03. Outdoor demand draft register & Inward Remittance.
04. Verifying documentation Co-ordinates any other necessary administrative and office management details.

EDUCATION

2015–2019 Bachelor of Business Administration

North South University

Major in Human Resources Management

GPA 3.03 out of 4.00

2012–2014 Higher Secondary Certificate

Dhaka City College

Subject in Business Studies

GPA 5.00 out of 5.00

2011–2012 School of Secondary Certificate

Agrani School & College

Subject in Business Studies

GPA 4.63 out of 5.00

TRAINING & WORKSHOP

20th Jan 2020

HR Fundamental for a career in Human Resource

Udemy, Dhaka (Bangladesh)

- HRM Foundation • HRM Today • Current Trends

23th June 2020

Application of Labor Laws in Current Situation

Alliance of Green HR Professionals' Bangladesh (Online)

- Bangladesh Labor Law • Current situation

EXTRA-CURRICULAR ACTIVITIES

13th Jan 2017 to 30rd Dec 2018

- Sub Executive, Human Resource (HR) Club of North South University
- In charge, Human Resource (HR) Club of North South University.
- Administration In-Charge in NSU HR CLUB presents "HR Calibration"
- Food In-charge in "Quality Assurance Seminar"
- Volunteer of NSU HR CLUB presents "SBE Advising", BBA Orientation & 25 years celebration of NSU

LANGUAGE SKILLS

- Mother tongue(s) Bengali-Fluent
- Foreign Language English -Fluent

ORGANIZATIONAL & JOB-RELATED SKILLS

- Skilled in MS Office (MS Word, Excel, Power point etc.)
- Speaking in public, groups, or via electronic media as host in several events.
- Leadership & Team Building - Responsible for arranging events for several clubs in University.
- Day to day work planner & Ability to work under pressure.
- Networking - Joined several workshops and training and maintained relationship with them.

REFERENCES

Name	S M Salahuddin	MD. Modasser Hossain
Designation	VP & Head of Branch	Managing Director
Organization	Bank Asia Ltd	Union Oxygen Limited
Address	Paltan Branch, Rangs Tower 68 Purana Paltan (1st Floor), Topkhana Road, Dhaka 1000	150 Motijheel, Dhaka, Bangladesh.
Mobile	0181-9292504	0161-1366791
Email	s.salahuddin@bankasia-bd.com	h.modasser@gmail.com

I hereby declare that the information furnished above is true to the best of my knowledge.

Farhana

Sincerely

Farhana Rashed

12th October 2020