

## ***NURTAZ JAHAN***

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### ***Career Summary:***

An expert HR person with proven expertise in implementing the policy and procedure, recruiting with a demonstrated history of working in the development. Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited also skilled in Recruitment, Negotiation, Event Management.

### ***Employment History:***

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**Total Year of Experience:** 2.5 Year(s)

#### **1. SR Executive-Talent Acquisition ( November 8, 2018 - Continuing)**

##### **HR Bangladesh Ltd**

HR Bangladesh Ltd is a HR Consultancy, Manpower Recruitment and Payroll Agency, which is well recognized as leading professional Recruitment Consultants & Payroll Service provider in Bangladesh.

**Company Location :** Dhaka

**Department:** HR

##### **Duties/Responsibilities:**

- Attracting candidates by using different job portal and social media. Source potential talents from possible channels as per enterprises/ programmes / support functions requirement.
- Coordinate with hiring manager on a regular basis and proactively identify future hiring needs.
- Conducting recruitment events, screening CVs as per requisition, communicating with shortlisted candidates & coordinating interview board.
- Collect profiles for CV bank based on industry or competitor mapping. Manage and preserve hard-copy CVs for volume recruitment.
- Maintain liaison with various universities, training institutes, head hunters, and online job portals and support employer branding related tasks.
- Maintaining employees' personal files and records.
- Preparing Various HR Forms and Induction Program.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters. Keeping track of Confirmation, Appraisals, and Increments of employees.
- Prepare draft of various official letters, Notices, e-mail etc.

#### **2. Assistant Teacher ( January 2, 2018 - July 31, 2018)**

**Sunshine Pre-Cadet School** Company

Location : Munshiganj

Department: English

#### **3. Internship Trainee ( March 14, 2017 - June 15, 2017)**

**Uttara Bank LTD**

Company Location : Dhaka

Department: General Banking

### *Academic Qualification:*

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Bachelor of Business Administration (BBA)	Finance	IBAIS University	CGPA:3.51 out of 4	2018
HSC	Business Studies	Dhaka Imperial College	CGPA:5 out of 5	2011
SSC	Science	Azimpur Govt. Girls School & College	CGPA:4.13 out of 5	2009

### *Specialization:*

Fields of Specialization
<ul style="list-style-type: none"><li>• Recruitment &amp; Selection</li><li>• HRIS/ HR Database Management</li><li>• Event Management</li></ul>

### *Language Proficiency:*

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

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### ADDITIONAL SKILLS & INTERESTS

**Skills:** Proficient in MS word, Excel and PowerPoint;

**Interests:** I just love to click pictures & roam around in different spots both here and abroad. And travelling is my ultimate hobby.

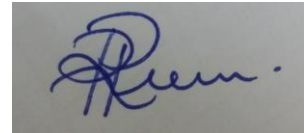
### *Personal Details:*

Father"s Name : MD Jamal Bhuiyan  
Mother"s Name : Amena Begum  
Date of Birth : January 1, 1993  
Gender : Female  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
  
Permanent Address : Village: Durgabari, Post Office: Panchashar, Munshiganj  
  
Current Location : Dhaka

## References

# Available upon request.

I do here by declare that all the information given above is true to the best of my knowledge with name date and place.

A handwritten signature in blue ink, appearing to read "Renu", is shown within a rectangular frame.

Signature