

Khairon Nahar Tahin

📍 Sector#03, Road#06, House#30, Uttara Dhaka-1203

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Career Objective: Want to be recognized as a Human Resource Professional. Ultimate goal is to build my carrier in a reputed organization where I can utilize my talents, abilities and innovative skills in best way.

Skills:

- Talent Acquisition
- General HR Operations
- Communication

Academic Qualification:

BBA – Major in HRM (CGPA 3.68)

International University of
Business Agriculture and
Technology (IUBAT)

A' Level (GPA 3.00)

O' Level (GPA 3.50)

Mastermind School, Edexcel

Award & Certificate:

- “Certificate of Academic Excellency” by IUBAT University.
- “Certificate of Book Reading Competition” by British Council.
- “Certificate of Best Master of the Ceremony” by Biplob Kanti Das, Former Executive In-charge.

Employment History: 8+ months of experience in HR department.

HR Associate, Human Resources (November, 2019- Till now)

Talent Centric Limited

House# 56, Road# 12, Block# J, Baridhara, Progoti Sharani Dhaka-1212

Key Responsibility:

- Overall coordination on recruitment, selection and talent management process of different MNC, FMCG, and RMG's.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, employee assessment, head hunting.
- Dealing with multinational and local clients and manage different head hunting projects on due time.
- Job analysis, JD preparation & follow-up manpower requisitions.
- Coordinating internal recruitment and selection process for the firm.
- Developing and maintaining resourceful database.
- Prepare qualified candidates pool for future recruitment on the basis of forecasting.
- Proper documentation of each and every recruitment history.
- Visit client and find out new business opportunity.
- Work with HR professionals of different MNC, FMCG, RMG's about various HR issues.
- Talent mapping, Employer branding.

Recruitment Executive, Human Resources (May, 2019- November, 2019)

CodersTrust Bangladesh

House# 82, Road# 19/A, Block# E, Banani, Dhaka-1213

Key Responsibility:

- Sourcing the potential candidates from various channels.
- To assist full life cycle of recruitment process.
- Participate in drives and other hiring events.
- Ensure documentation is completed according to the company policy.
- Prepare and share reports/updated data (MIS) on a regular/daily basis.
- To assist interviews using various reliable selection tools/methods to filter candidates.
- Advertising in social media sites & advertising in job portal for lining up candidates for the interview.
- To assist interviews with hiring manager and update all the parties involved via email/phone as required.

Computer: MS Office Suite
(especially Word, Excel and
Power Point)

Special Achievement:

- Teaching Experience 6+ years
(English medium Science
background students)

Professional Attachment:

- General Member, BSHRM
- Member, IUBAT Career Club

Language:

Bangla: Mother tongue.

English: Good working knowledge.

Interest Areas:

- Organizational
Development
- HR Analytics
- Social Work
- Travelling

Biographical Information:

Father: Abdul Muttaleb Miah

Marital Status: Unmarried

Birth Place: U.A.E

References will be provided if
required.

Intern, Human Resources (September, 2018 - November, 2018)

Digicon Technologies Ltd

242, Tejgaon I/A, Gulshan Link Road, Dhaka -1208

Key Responsibility:

- Recruitment process: Sorting CV from Bdjobs and call for interview.
- Arranging & conducting interviews/initial screening the candidates/helping in recruitment process.
- Maintain and regularly update master database of selected candidate.
- New training batch creation as per requirement and handover of training batch to the training department.
- Ensure personal file management & keep all employees personal record.
- Update information of employees to the HRIS software.
- Downloaded and sorted CV's of different processes from Bdjobs.
- Coordinated Induction.

Training and Workshop:

- Workshop on “Key Performance Indicator (KPI) Based PMS” facilitated by Md. Mostofa Kamal and organized by Compliance Family.
- Training on “26 Hours to Success” Career Development Program by IUBAT and Kite innovation.
- Seminar on “Freelancing” by Tariqul Islam by IUBAT.
- Workshop on “Business Case Competition-2017” by IUBAT.

Extra-Curricular Activities:

- Master of the Ceremony of orientation programs and different seminars of IUBAT | 2015- 2017
- Winner of debate competition in DFI (Public Speaking).
- Co- founder and Head of Operations | Tutors Hub| 2015 – present
- General Member | IUBAT Social Services Club| 2015 – 2016
- Graphic Designer | 2016 – 2017 | Created over 50 flyer, posters and banners.
- Organized Eid Dress Distribution to slum children.