

Resume of
Nigar Sultana Tumpa



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CAREER OBJECTIVE:

To acquire a key position in an organization which maintains operations globally in order to develop a career on administration in a challenging environment with excellent career development prospect, where hard work, good communications skills and creative problem solving are the principles of success & where I can use my analytical skills developed through academic achievements. My ultimate career goal is to be recognized as an expert in the organization.

QUALITIES:

Hard-working, disciplined, innovative, ambitious, flexible, open-minded. I can learn very quickly, have patience & ability, & natural interest to learn new things. I can adapt with any working environment within a very short period of time, responsible to work, target oriented, and have strong inspiring power.

ACADEMIC ACHIEVEMENT:

Bachelor of Business Administration (B.B.A)

Name of University : North South University

Location : Basundhara Residential Area, Dhaka.

Major : Human Resource Management (HRM)

Relevant Courses :

1. Human Resource Planning
2. Managerial Skills Development
3. Compensation Theory and Practice
4. International Human Resource Management
5. Human Resource Practices
6. Industrial Relations (IR)

CGPA : 3.45
Timeline : 2014- 2018

Higher Secondary School Certificate (H. S. C)

Name of Institution : **Shaheed Bir Uttam Lt. Anwar Girls College**
Board : Dhaka.
Group : Science.
Result : GPA 5.00 out of 5.00. **(English Version)**
Year of Passing : 2012

Secondary School Certificate (S. S. C)

Name of Institution : **Ispahani Public School and College**
Board : Comilla.
Group : Science
Result : GPA 5.00 out of 5.00. **(English Version)**
Year of Passing : 2010

EXPERIENCES :

- **Organization** : **NSU Human Resource Management Club**
Designation : General Member
Duration : 15th May 2016 to 2017
Duties and Responsibilities : a. Arranging different club programs like HR feast, HR Calibration, Club fair, volunteering at different seminars.
b. Keep record of the club members.
- **Organization** : **LABIB GROUP (STARLIGHT SWEATERS LIMITED , Vogra,National University ,Gazipur)**
Designation : **Executive- HR and Compliance**
Duration : 17th September 2019 to 23rd April 2020
Duties and Responsibilities : a. To assist the functional Head of HR &

Administration / Superior Authority for establishing, developing, implementing and maintaining appropriate Management System of the Company by following updated Labor Law, Employees' Code of Conduct, Attendance, Leave and Disciplinary Management System of the Company.

b. To ensure a modern, creative and congenial Office Environment by using motivational tools and counseling activities.

c. To ensure appropriate Coordination & Secretarial Support to HR & Administrative Functions of the Company.

d. To make all correspondences related to HR & Administration of the Company.

e. To ensure appropriate Service related to Employees of the Company including Compliance, Compensation, Benefit, Staff Welfare etc.

- f. To maintain Personnel Files, Office Files, Deeds, Documents etc. in appropriate manner.
- g. To process all administrative Bills, Vouchers and settle the Claims of Vendors, Field Staff and so on.
- h. To prepare various reports of the department, take corrective measures (if required) and communicate the same properly to supervisors.
- i. Develop and implement company policies and regulations.
- J. Coordinate with different department managers to review all departmental compliance policies.
- k. Perform periodic audits on company procedures and processes.
- l. Lead employee training sessions on legal and compliance issues.
- m. Oversee all business operations relating to compliance including policies, investments and procedures.

- **Internship** : **BRAC Bank Limited, Head Office, Anik Tower.**
Department : **Procurement, GSS**
Duties and Responsibilities : a. Clearing of pending bills
b. File Documentation
c. Making Payment Approval Note
Duration : **18th September 2018 to 18th December 2018**
Research Paper : A Research Paper on Sexual Harassment of NSU Staffs.
- **Training** : **BESTSELLER Awareness Training on Higg FEM Self-Assessment**
Duration : **8th February, 2020**

SKILLS:

Free hand drafting by MS Word, MS PowerPoint (including all types of formatting, editing techniques, presentation), Excel and good skills on Internet excessing, Compensation/ Benefits/ Attendance/ Leave Management, Legal Compliance Code of Conduct, Quality Control/ Audit, Internal Audit, Payroll etc.

ACHIEVEMENTS:

- Acquired 1st position with a certificate and medal in Inter House Debate Competition at Ispahani Public School, Comilla.
- Runners Up at Relay race with medal in Inter House Racing Competition at Shaheed Bir Uttam Lt. Anwar Girls College.
- Taught poor young boys and girls at Dhanmondi for a relevant HR course.

LANGUAGES:

| Languages | Reading | Speaking | writing |
|-----------|-----------|-----------|-----------|
| English | Excellent | Excellent | Excellent |
| Bengali | Excellent | Excellent | Excellent |
| Hindi | Poor | Good | Poor |

REFERENCES:**Md. Aminul Hoque Sarwar**

Head of Procurement

Brac Bank Limited

Head Office, Anik Tower, Tejgaon-Gulshan

Link Road, Dhaka-1208

Cell: 01708480999

E-mail: aminul.sarwar@bracbank.com**Mohammad Jafar Iqbal**

Head of Credit and Inventory Management

ACI Limited

245 Tejgaon Industrial Area, Dhaka.

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E-mail: jafar@aci-bd.com

Proclamation: I do hereby declare that the information provide here are true.