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Zinia Afroz Rumpa

Want to act as a resourceful and successful HR professional, operating as a strategic partner in the formulation and implementation of business strategies.

Areas of Expertise include:

HR Operation
Talent & People Management

Planning & Staffing
Monitoring & Control

Employee Engagement
Team Management

Professional Experience

- January 2018- Continuing
Recruitment Associate | FDB Management Consulting

Reporting To: CEO

Role & Responsibility

Recruitment & Selection

- Coordinate all Recruitment, Selection for clients of FDB and identify the right candidate for the right position for clients on the basis of client requirement
- Prepare and publish job advertise in newspaper and websites on behalf of clients & communicate with the candidates for Assessment Centre/written test/interview schedule
- Coordinate sales training program for respective stakeholders in supervision of Line Manager

Employee Engagement

- Conduct events for employee engagement for Outsourcing areas like sports, games and other cultural activities.

HR Operation

- Managing employee operational all activities like completing joining formalities, maintaining personal file and employee database, issuing different letters

Previous Experience

- May 2016 – December 2017

HR Executive | FDB Management Consulting

Reporting To : Managing Director

Role & Responsibility

- Plan and execute best HR practices within the company to promote a positive culture among the employees
- Ensuring compliance of Leave & Attendance Policy
- Coordinate all Recruitment, Selection, Induction, Performance Review and Employee separation programs for clients of FDB

- May 2015 – April 2016

Relationship Officer | FDB Management Consulting(Banglalink digital communications)

Reporting To : National Coordinator

Role & Responsibility

- Coordinate with countrywide ANC, RO,ARO.
- Collect and Keep records of daily reports send by Priyjon Team
- Keep records of all information of Priyjon partners.
- Coordinate with the new Partners by mails, Proposal letter, Agreement paper etc.
- Send Daily, weekly and monthly report to Banglalink
- Upgrade the web list, Active Partner list, Sms Calendar etc.
- Analyze the overall data

- Feb 2015 – April 2015

HR Intern | FDB Management Consulting

Reporting To : HR Associate

Role & Responsibility

- Assist in Coordinating all Recruitment, Selection and Induction for clients of FDB.
- Develop CV bank according to the right format and Excel file for maintaining CV Bank Database with 5000 profiles of different functions and positions.

Educational Proficiencies

2019: Evening MBA (Concentration in Banking & Insurance) | **University of Dhaka** | **CGPA – 3.31/4.00**

2015: BBA (Concentration in Finance & HRM) | **East West University** | **CGPA – 3.46/4.00**

2010: HSC (Concentration in Business Studies) | **Dhaka Commerce College** | **GPA – 5.00/5.00**

2008: SSC (Concentration in Business Studies) | **Khalia Rajaram Institution** | **CGPA – 5.00/5.00**

Training Summary

Basic issues of BLA-2006, Amendment in 2013 and BLR-2015	- Brief on Bangladesh Labor Rule 2006 and Amendment in 2013 - Applicability of BLA	Progressive Training Development & Consultants Associates (PTDCA)	One day training held in 2015
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Interpersonal skills:

- A quick learner with good analytical skills and a sharp mind.
- Enthusiastic, creative team player with strong problem solving skill.
- Can work well under pressure.
- Adept at accepting responsibility, implementing decisions, attending to details, setting and meeting deadlines punctually and with full cooperation.

Technical & Other Skills

- Computer Skill : MS Word, MS Power Point, MS Excel
- Communication Skill : Excellent oral and written skill of both Bangla and English, capable to communicate with others effectively.

Personal Details

Date of Birth : 1st December 1993

Father : Hayder Ali

Monther : Ferdousi Begum

***References will be provided upon request.**