

JEBUN NESSA

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Career Objective

To pursue career in a dynamic & well reputed organization where I may devote my scholastic aptitude and personal vigor for creating value to the organization and opportunity as well as create an opportunity to learn and grow with the organization.

Achievements as a professional

- Recruited more than 100 people under both permanent and contractual categories for both Sales & Support departments
- Successfully coordinated and achieved ISO for RAK Paints Limited
- Played key role in developing strategies for organizational development
- Designed and implemented TNA process for RAK Paints Limited
- Successfully launched different events for a concern of Index Group

Professional Experiences

Organization	Position/ Role	Service Tenure
RAK Paints Limited (A subsidiary of Kansai Nerolac Paints Limited)	Executive- HR & Admin	April 2018 to till date
	Junior Executive- HR & Admin	January 2017 till March 2018
Confidence Group	HR Intern	July 2016 till December 2016
Index Group	Special Correspondence- Media & Content	August 2014 till December 2015

Area of Expertise

Recruitment & Selection:

Implementing talent management project to ensure 5R (Right People, Right Time, Right Quality, Right Number & Right Place) that includes-

- Conduct job analysis by Reviewing and updating job description and job specification upon requirement
- Streamline talent acquisition process to fulfill the human capital needs
- Ensure positive "Employers Branding" through digital platform as well as through HR business partners
- Conduct Induction & Socialization
- Carrying out both pre and post-employment verification

Operations & OD

- Administer employee confirmation process
- Control and manage all sort of HR related database in manual and software format
- Lead employee separation formalities and final settlement
- Draft and issue various types of HR related letters and notices
- Co-ordinate Annual performance evaluation process
- Design and develop strategies for culture development and employee engagement stratagem
- Assist in analyzing annual CTC, ROI and Internal Audit

- Promote company's reputation as "best place to work"
- Co-ordinate basic ice breaking training session for new comers
- Collect training needs from HOD's
- Coordinate TNA process
- Co-ordinate with different organizations through external stakeholders
- Assist in organizing training programs

Content & Social Media Planning:

- Administrate the creation and publishing of relevant, original, high-quality content for website and social
- Develop relevant content topics to reach the company's target customers.
- Create, curate, and manage all published content (images, video, written and audio/podcast).
- Monitor, listen and respond to users in a "Social" way while cultivating leads and sales.
- Conduct online advocacy and open a stream for cross-promotions.

Professional Attainment

Course Name	Institution	Passing Year
HRMC	Institute of Business Administration (DU)	2019
PGDHRM	Bangladesh Institute of Management (BIM)	2018

Academic Attainment

Degree	Institution	Concentration	CGPA	Passing Year
BBA	BRAC University	Major in HRM Minor in Marketing	2.96	2016
HSC	Holy Cross College	Business Studies	5.00	2011
SSC	Mirpur Girl's Ideal Laboratory Institute	Business Studies	5.00	2009

Other Competencies

- Competency in MS Excel, Power Point and Word.
- Well command in reading, writing, listening and speaking both in English and Bengali.
- Possess good interpersonal, oral and writing skills
- Capable of work under immense pressure and in a challenging work environment
- Self Confident and positive minded
- Willing to accept responsibility and perform accordingly
- Able to work independently as well as within a team

References

Reference 1	Reference 2
<p>Mr. Muhammad Khaliduzzaman AGM-HR & Administration Star Ceramics Pvt. Limited Bijoy Rakeen City, Plot 1/2, Block D, Section 15, Dhaka 1216 Phone: +8801755644455 Email: khalid.zaman@starceramicsbd.com</p>	<p>Mr. Md. Ahmed Ullah Chowdhury Manager- CLM & IB Market Operation Division Robi Axiata Limited 53 Gulshan South Avenue , Gulshan 1, Dhaka 1212 Phone: +8801819210162 Email: ahmed@robi.com.bd</p>