



UMAMA RAHMAN KHAN

WORK EXPERIENCE

ZUNOKS CONSULTING

Recruiter

15th January 2020- Present

- Recruiting top tier candidates for MNCs & local companies.
- Identify qualified candidates through various recruiting and sourcing tools
- Manage the recruitment and selection processes by effectively liaising with the client, candidate and internal teams
- Receiving and reviewing applications, managing interviews, assessments and creating a shortlist of candidates for the client
- Ensure all recruitment activities are compliant with established processes, recruitment best practices and legal requirements

Japan Tobacco International

Recruitment Assistant

March 2019– January 2020

- Interviewed 300+ candidates for different departments
- Planned and executed multiple assessment Centre for Marketing department
- Filled Various positions in a short span of time
- Assisted in monthly recruitment planning, performance management, and all other HR operations of assigned business units.
- Maintain an active and organized data bank of applicants for various positions.

EDUCATION

North south university

MBA- (Major- Human Resource Management)

Summer 2019 – Present

North south university

BBA Major- HRM (GPA 3.40)

Marketing (GPA 3:00)

Graduated in DEC 2018

Scholastica

Playgroup- A 'levels

Graduated in MAY 2013

EXTRA CURRICULAR ACTIVITY

- Top contestant among the nation wide competition by Banglalink innovators
- Semi finalist of photography competition by Dhaka foodies
- Quiz winner of Daily star presents meet your mentor 2018
- Conducted Survey for over 600 people
- Represented Scholastica in the national parade for 3 consecutive years
- Received the "most improved performance" student award in A 'levels
- Received the student award for being an Incisive and constructive critic

CAREER OBJECTIVE

To obtain a challenging leadership position and applying creative problem solving and lean management skills with a leading company to achieve optimum utilization of resources.

CONTACT

Contact Number: 01623466103

EMAIL: Amirah_0900@hotmail.com

MAILING ADDRESS:

3RD FLOOR, HOUSE-56, ROAD-13,
SECTOR-13 UTTARA, DHAKA

LinkedIn profile:

<https://www.linkedin.com/in/umama-rahman-khan-7b1138110/>

CERTIFICATES

- Certificate of advance training on MS. EXCEL
- Certified by Google, on completion of the fundamentals of digital marketing exam
- Certified by Google, for completing Google Analytics course