

# Curriculum Vitae of Sadia Rahman Ria

**Address** : 10/1 A,C, Ray Road,  
Armanitola, Dhaka-1100



## **Contract:**

Mobile : +8801869929994

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## **Career Objective:**

To build up my professional career based on my experiences in the field Human Resource Management. I would like to show my immense aspiration to become a quick learner and to prove myself as a sincere and energetic person through extensive hard working and integrity.

## **Career Summary:**

In professional career, I have 3 years running experience as an Executive, HR & Admin and 0.5 year as a Research Associate. I have good knowledge and experience about Human Resource Department related works.

## **Educational Qualification:**

### **Bachelor of Science (B.Sc.), 2017**

Department	: Electrical & Electronic Engineering
Institution	: Daffodil International University
Result	: CGPA 3.93 (out of 4.00)

### **Higher Secondary Certificate (H.S.C), 2012**

Institution	: Nur Muhammad Rifles public College
Board	: Dhaka
Group	: Science
Result	: GPA 5.00 (out of 5.00)

### **Secondary School Certificate (S.S.C), 2010**

Institution	: Ahmed Bawany Academy School & College
Board	: Dhaka
Group	: Science
Result	: GPA 5.00 (out of 5.00)

**Thesis:**

Electricity Distribution & Cost Analysis.

**Experience-1:**

Company : The White Horse Pharmaceuticals Ltd.  
Designation : Executive, HR & Admin  
Duration : 1st June,2019 to Ongoing  
Company Location : 68 Dilkusha, C/A Motijheel, Dhaka-1222

**Responsibilities:**

- Prepare salary sheet, collect acknowledgment and submit the requisition to Accounts & Finance Department for fund management as per payment method for all the business units.
- Ensures accurate and timely processing of payroll updates including new hires, terminations and changes to pay rates.
- Maintain a workflow to ensure all payroll transactions are processed accurately and timely and perform any other task till final salary disbursement.
- Prepare and ensure on-time salary, allowance, bonus, incentives, and other employee payment-related issues.
- Collaborate with Internal Finance team and share different HR & Payroll information as per the requirements.
- Maintain database for all employees' loan, welfare fund and other relevant benefits.
- Prepare different types of report as and when required.
- Lead the payroll executive to ensure the other Human Resource operation part (Organizational Letter, Documentation and compliance support)
- Handle Recruitment Process. CV Sourcing & Advertising job vacancy (Online circular & Paper advertisement).
- Preparing Appointment Letter & Appointment related all Document.
- Drafting Office Orders, reports, notes, notices, circular, E-mail, letters & any other issues finalizing & circulating as per instruction.

- Maintain office Discipline & Behavior as per company rules & Policy.
- Maintain leave application, leave Process & Maintain Daily Attendance.
- Coordinate with different departments in relation to HR activities.
- Other HR & Administrative task assigned by the management.

### **Experience-2:**

Company : Daffodil International University  
 Designation : Research Associate  
 Duration : 1<sup>st</sup> February, 2018 to 2<sup>nd</sup> May, 2018.  
 Company Location : Dhanmondi – 32, Dhaka-1209

### **Responsibilities:**

- Had to take Theoretical classes, Lab classes.
- Examination hall duty.
- Quiz taking, checking out exam papers & Result publishing.

### **Skills:**

- HR & Admin Related Works

### **Computer Skills:**

Operating System : Windows 7, 8, 10  
 Office Management : MS-Word, MS-Excel, PowerPoint.

### **Language Skills:**

English : Good at listening, reading, writing & fluent speaking  
 Bengali : Good at listening, reading, writing & fluent speaking

### **Training Summary:**

Training topic : Electrical Engineering, Mechanical Engineering & Instrumentation, Electronic Engineering, Vibration, Programmable Logic Controller (PLC).  
 Institute : Training Institute Of Chemical Industries, (TICI)

Location : Ghorashal, Norshingdi, Bangladesh.

Duration : 28 Days

Year : 2017

**Personal Information:**

Father's name : Abdul Rahman

Mother's Name : Jinat Rahman

Date of Birth : 06-01-1995

Nationality : Bangladeshi (by birth)

Religion : Muslim

Height : 5' 3"

Marital Status : Unmarried

Permanent Address : 10/1 A C, Ray Road, Armanitola, Dhaka-1100

**References 1:**

Name : Professor Md Abdul Jabbar

Designation : Head of Dept. Of community medicine Popular Medical College

E-mail : dr-mdjabbar@yahoo.com

Cell-Phone : 01716045970

**References 2:**

Name : Professor Dr. M. Shamsul Alam

Position : Professor, Dean & Head, EEE

Office : Daffodil International University

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**Thanks with Regards**

*Sadia Rahman Ria*

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