



FARIHA AHMED

CONTACT

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HOUSE#8, ROAD#5, BLOCK#C
BANASREE, DHAKA

PERSONAL ATTRIBUTES

- INTERPERSONAL COMMUNICATION
- ABILITY TO WORK UNDER PRESSURE
- CONFLICT RESOLUTION
- ADAPTABILITY
- TIME MANAGEMENT AND DECISION MAKING

ADDITIONAL SKILLS

- EVENT MANAGEMENT
- PROFICIENT COMPUTING SKILLS
- FLUENCY IN SPOKEN AND WRITTEN ENGLISH AND BENGALI

PROFILE

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve, while also concurrently upgrading my skills and knowledge.

EXPERIENCE

SHOPUP | FEB 2020- PRESENT

SR. EXECUTIVE- HUMAN RESOURCES

- Develop industry mapping and identify talents to enrich CV bank
- Conduct interviews and establish competency based questionnaire
- Maintain work structure by updating job description & specification
- Implement HR sessions for introduction to policies & procedures
- In-charge of Career Fairs and Campus Activation Programs
- Assist in review and implementation of HRIS system upgrades
- Maintain Database performance by troubleshooting problems
- Ensure employees update personal and official information for virtual HR database
- Ensure all Payroll transactions are processed efficiently
- Prepare related HR reports (Monthly GMV report, Recruitment and Leave reports, Attendance reports, Monthly Newsletters, Resource & Staff plans, Job Confirmation Report)
- Maintain & revise company's handbook and policies
- Implement KPI & OKR based Performance Management System
- Conduct periodic review of Organizational structure
- Process monthly employee Job Confirmation and issuing confirmation & increment letters
- Support line managers to finalize monthly and yearly performance appraisal
- Maintain employee group insurance and claim settlement

GRAPHICPEOPLE LTD| FEB 2017- JUN 2019

EXECUTIVE- HUMAN RESOURCES

- Design & implement new sourcing methods
- Update current & design new recruiting procedures
- Review and prepare descriptions, job specifications, adverts and interview questions
- Review employment applications and background check reports
- Conduct employee orientation & provide other professional assistance
- Conduct job/career events and liaise with several institutions for candidate pool
- Prepare Salary via Payroll Software and processing timely distribution of Bonus, Pay slip, Salary & Tax certificate.
- Process Medical Allowance, Earned Leave Encashment & Over Time Allowance
- Assist Finance department with individual leave count for leave encashment
- Monitor periodical HR Database accuracy
- Keep record of Staff Insurance and ensure timely inclusion, exclusion & renewal
- Maintain and revise the company's handbook on policies and procedures
- Prepare relevant HR Reports (Recruitment & Leave report, Resource and Staff plans, Talent analysis report for global offices)
- Resolve disputes and administering disciplinary procedures
- Compile summaries of earnings, tax & leave deduction
- Develop action plans to increase employee engagement
- Ensure smooth off boarding of employees & conducting exit interviews

REFERENCES

Tausiful Islam
ShopUp
Deputy Manager-Human Resources
tausiful.islam@shopf.co
01677321799

Rashed Habibullah
GraphicPeople Ltd.
Director-Admin & Finance
rashed@wunderman.com
01713060717

NESTLÉ BANGLADESH LTD. | MAY 2016 - AUG 2016

TALENT ACQUISITION INTERN

- Update internal databases with new employee information, including contact details and employment forms
- Preparing recruitment and turnover reports
- Screen resumes and application forms
- Schedule and confirm interviews with candidates
- Post, update and remove job ads from job boards, careers pages and social networks
- Participate in organizing company events and careers day

EDUCATION

MASTERS OF BUSINESS ADMINISTRATION

MAJOR IN HUMAN RESOURCE

NORTH SOUTH UNIVERSITY | 2018 - 2020

CGPA: 3.63 OUT OF 4.00

BACHELORS OF BUSINESS ADMINISTRATION

MAJOR IN HUMAN RESOURCE

BRAC UNIVERSITY | 2012 - 2016

CGPA: 3.94 OUT OF 4.00

H.S.C (HIGHER SECONDARY CERTIFICATE)

BUSINESS STUDIES (RAJUK COLLEGE) | 2012

GPA: 5.00 OUT OF 5.00

S.S.C (SECONDARY SCHOOL CERTIFICATE)

BUSINESS STUDIES (MILESTONE COLLEGE) | 2010

GPA: 5.00 OUT OF 5.00

ACHIEVEMENTS AND AWARDS

- Best Intern Award for fall 2016 from BRAC Business School
- VC's and Dean's certificate for outstanding performance
- Merit based scholarship of BRAC University from 2012 to 2016
- Government Talent Pool Scholarships in the S.S.C & H.S.C examination

EXTRACURRICULAR ACTIVITIES

- Executive member, BRAC University Business Club
- Former Executive Director of BRAC University Monon, People's Management
- Peer Mentor, BRAC University First Year Advising Team
- Brand Promoter at the 11th Asian International Cardiovascular Therapeutics in 2015