

## PERSONAL INFORMATION **NUSRAT FATEMA**



📍 Ka-20 Rasulbag, Mohakhali, Dhaka-1205, Bangladesh  
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**Father's Name** : Nuruddin Jahangir  
**Mother's Name** : Hasina Akter  
**Marital Status** : Married

**Date of Birth** 01/11/1993 | **Nationality** Bangladeshi

## CAREER OBJECTIVE

Highly motivated and seeking a position where I can explore and use my knowledge to carry out various responsibilities in functional area. I am highly motivated and ambitious as an individual.

## WORK EXPERINCES

- Total years of experience (1.10 years)



Company : GAO Tek.Inc (*World's leading supplier of engineering product*)  
Position : Virtual HR Assistant  
Period : 1<sup>st</sup> October 2019 to 30<sup>th</sup> November 2019 ( 2 Month Internship)

### Responsibilities

- Recruiting candidate globally for the company purpose.
- Posting job adds on global sites.
- Follow up Interns and their activity.
- Conduct candidate interview, take writing test over Skype.
- Made reports & submit Interns activity on their software.



Company : Edison Group

Position : HR Executive

Period : 25<sup>th</sup> November 2018 to 10<sup>th</sup> June 2019

### Responsibility

- Involve talent acquisition and recruitment process.
- Follow-up Appointment processing, induction, exit interview.
- Update employees file in HR system.
- Follow up employees OT/Holiday.
- Follow up medical bill, leave issue.
- Maintain employee's attendance.
- Provide support to employees in various HR-related issue.
- Any other activities assigned by the management from time to time.



Company : ORCHARD GROUP  
Position : Office Executive (HR &Admin)  
Period : September, 2017 to till Octabar2018(1.2) year's.

### Responsibilities

- Involve in talent acquisition and recruitment processes.
- Accurately update and maintain employee attendance & leave record.
- Maintain & updating day to day information with software.
- Preparing presentation slide for 'Training'.
- Enrolls new employees by testing & verifying of employee past record

## EDUCATION



### **PGDHRM (Post Graduate Diploma In Human Resource Management)**

United International University  
-2018



### **Bachelor of Business Administration (BBA) - 2013 to 2017**

Premier University Chittagong  
Mejor- HRM  
CGPA 3.19



### **Higher Secondary School Certificate (HSC) - 2009 to 2011**

Group- Business Studies.  
Agrabad Mohila College  
CGPA 4.40



### **Secondary School Certificate (SSC)- 2007 to 2009**

Group- Science.  
Azimpur Girls School And College Dhaka  
CGPA 3.88

## ADDITIONAL COURSES

- Bangladesh Labour Law,2006.  
(3 credit)

## RESEARCH PAPER

- Research on Recruitment and Selection Procedure of **Beximco Apparels Ltd. Bangladesh.**
- Associated with Premier University Chittagong.

## LANGUAGE KNOWLEDGE

- **Bengali:** Mother tongue
- **English:** Read, write, speak and understand
- **Hindi :** Speak and understand

## PERSONAL SKILLS

### Social & Organizational skills and Competencies

- Actively participate on several cultural programs, science fair, business plan, seminar and work as volunteer at school, college.
- Organized cultural programs for School and University with a good leadership in team. Have strong Participation in Premier University Debating Society, Cultural Club.

### Technical Skill & Competency

Have excellent type writing Skill in both Bangla & English. Proficient in using all MS Office Application, Outlook, Adobe Photoshop & Basic Computer Troubleshooting.

### Award & Achievement

- Certificate of Participation in **Intra Debate Championship** from Premier University Debating Society
- Certificate of Achievement from **JAAGO**, for **Volunteer Activation** on Universal Children Day Nov, 2011
- Certificate of Participation in the Career Development in **PUDS BIZ Professionals 2014**
- Certificate of Participation in **Bangladesh Chemistry Olympiad 2009**

## ADDITIONAL INFO

### Membership

General member of **BSHRM**  
(Bangladesh Society For Human Resource Management)

### Volunteer Experience

Ex Joint Secretary of **Premier University Debating Society(PUDS)**

### Hobby

Photography, Travelling, Reading Story Book.

## KEY STRENGTH

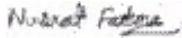
- Outer speaker.
- A good team worker.
- Dedicated.
- Well organized and proactive.
- Good communication skill.
- Loyal and dependable.
- A people person.

## REFERENCES

|                |   |
|----------------|---|
| Name           | <b>Hasan Mohammad Rassel(Brother)</b>               |
| Designation    | Senior Manager                                      |
| Institution    | IDLC Finance Limited, Corporate Head Office, Dhaka. |
| Contact Number | +8801766 664353                                     |

Name **Zeenat Shahana**  
Designation Lecturer, Department Of Human Resource Management  
Institution Premier University Chittagong  
Contact Number +880 1753382204

I, the undersign, certify that to the best of my knowledge and belief, these data correctly describe my qualifications and me. I understand that any willful misstatement describe herein will lead to my disqualification.



Applicant's Signature