



Tasnem Tarannum

Assistant Manager, HR and Administration

Profile

Experienced HR professional, I am working as an Assistant Manager in HR and Administration department where I am exposed to recruiting and staffing, induction and training, manpower planning and performance appraisal of the employees. I have introduced KPI and HRIS system in my organization that resulted in enhancing employee performance. I am keen to expand my experience in a more challenging position while also contributing towards the overall organizational development of the company.

Employment History

Assistant Manager, HR and Admin at BAC International Study Centre , Dhaka

July 2019 — Present

- Job posting, résumé scrutiny, short listing, arranging test & interviews
- Organizing on-boarding programme , induction and training programme for employees
- Maintaining and updating all personal files and database, updating and maintain HRIS
- Promotion, Attendance, Leave & Holiday Management, making of salary report and others employee reports
- Preparing appointment letter for selected candidates
- Maintaining liaison with the external sources for having the qualified talent pool for the organization
- Preparing KPI and Performance evaluation process
- Preparation / Issue office note, office order & circular in respect of HR issues
- Issuing various type of letters/certificates to the employees and the students
- Correspond with Edexcel local and UK office
- Administrative reports, student reports and Edexcel report preparation.

Officer, HR and Admin at BAC International Study Centre , Dhaka

February 2016 — June 2019

Internships

Intern at BASIC Bank LTD

March 2014 — June 2014

Worked in general banking department during the internship period

Research Publication

“Impact of Motivation Management on Employee Performance: A Study on Education Sector” Journal of Management, Dhaka University, Volume 13, No.1, January- June 2019, PP. 105-124.

June 2018 — June 2019

Details

House no# 28/C, Road no# 05, Dhaka, 1205, Bangladesh, +8801677261005
tasnem.tarannum222@gmail.com

Date of birth

23-09-1991

Nationality

Bangladeshi

Skills

Microsoft Office

IBM SPSS Statistics

Fast learning

Creativity and Innovation

Hard Working

Ability to Work in a Team

Languages

English

Bengali

Links

www.linkedin.com/in/tasnem-tarannum

Education

HRMC, Institute of Business Administration (IBA), Dhaka

April 2020 — May 2020

Management Development Program

Master of Business Administration (MBA), University of Dhaka

March 2015 — August 2018

Major: Human Resource Management

CGPA: 3.73

Bachelor of Business Administration (BBA), United International University

February 2009 — June 2014

Major: Human Resource Management & Accounting

CGPA: 3.51

HSC, Dhaka City College

February 2007 — June 2008

Business Studies

GPA: 5.00

SSC, Shaheed Ramiz Uddin Cantonment School

January 2005 — January 2006

Business Studies

GPA:4.69

Courses

Recruiting: Talent Acquisition and Hiring , Udemy

April 2020 — April 2020

Excel skills for Business: Essentials , Coursera (Macquarie University Sydney)

April 2020 — April 2020

Human Resources: Building a Performance Management System , LinkedIn online learning

May 2020 — May 2020

Extra-curricular activities

HSBC case competition at United International University

May 2012 — June 2012

Cultural programs: Singing, Drama acts at Dhaka City College and United international University

Volunteered in job fairs at United International University

Club Coordinator at BAC International Study Centre

February 2016 — June 2019

Acted as club coordinator for BAC Cultural Clubs, BAC Photography Club, BAC Social Welfare Club, BAC IT Club and Sports Club.

References

Dr. Sumon Das, Professor from Department of Management, University of Dhaka

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Md. Sajjad Halim, Manager, HR and Admin from BAC International Study Centre

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