

Syeda Rafia Islam Lopa

🏠 175, Quamrunnessa Glory, Bashiruddin road
Kalabagan, Dhaka 1205, Bangladesh

📞 +880 1685853452

✉️ lopaislam48@gmail.com

🌐 <https://www.linkedin.com/in/syeda-rafia-islam-lopa-8648b011a/>



Career objective:

To work in the HR sector of different local or multinational organization of Bangladesh and grow rapidly with increasing responsibilities.

Experiences: (Total 2 years 6 months)

HR Associate (1 year)

grow n excel

(August 2019 to July 2020)

- Head Hunting (Screening CV, shortlist candidates, giving phone calls to share the job description)
- Job Posting (Social media, Career Counseling Center of universities and LinkedIn)
- Communicate with the candidates regarding the job offer.
- Worked with Apparel Talent (a sister concern of grow n excel)
- Maintain the database for apparel section, sending drafts contract to the clients.
- Maintain relation with employer and employee from different industries
- Internal Recruitment (recruiting interns, searching candidates for any vacant positions in the company, scheduling interview)
- Organize and coordinated interview programs.
- Maintain all the administrative work.
- Maintain the internal database & update the CV Bank.
- Provide the right profile to the head hunting team as per the position requires.
- Assist and Coordinating job fair and University campaign.
- Attendance and leave management.

HR Trainee (6 months)

grow n excel

(January 2019 to July 2019)

- Maintained all the administrative work.
- Maintained the internal database & update the CV Bank.
- Providing the right profile to the head hunting team as per the position requires.
- Working with Apparel Talent (a sister concern of grow n excel)
- Maintaining the database for apparel section, sending drafts contract to the clients.
- Visiting clients for apparel division if requires.
- Job Posting (Social media, Career Counseling Center of universities and LinkedIn)
- Communicating with the candidates regarding the job offer.
- Maintaining relation with employer and Employee from different industries
- Head Hunting (Searching resumes, shortlist candidates, giving phone calls to share the job description)
- Internal Recruitment (recruiting interns, searching candidates for any vacant positions in the company, scheduling interview)
- Organizing and coordinating interview programs.
- Assisting and Coordinating job fair and University campaign.

Management Trainee (Part-time) (2 years)

Dimik Prokashoni

(January 2018 to December 2019)

- Updated the sales in company website
- Recorded the sales in spreadsheet
- Recorded the sales of individual items.
- Updated the data in the web server

Intern (3 months)

Grow n excel

(October 2018 to December 2018)

Worked in collaboration with **GlaxoSmithKline Bangladesh Limited: Business Unit- Pharmaceuticals** as an intern from grow n excel from 3rd – 21st October 2018:

- Worked in HR department to successfully conduct the Gratuity Voluntary Resignation of its employees working at the pharmaceutical department.
- Sorted the GVR (Gratuity for Voluntary Resignation), Legal and Resignation letters of the leaving employees along with returning back their original certificates.
- Documented of employees' personal files and GVR (Gratuity for Voluntary Retirement).
- Managed their personal file and include the GVR of leaving employees.
- Handover the personal file to the leaving employees.

Worked on recruitment and selection process of **grow n excel** as per company requirement:

- Worked with the headhunting team.
- Worked with the apparel division of GNE (grow n excel)
- Sorted and enlisted CV as per Job Description.
- Preparing data as per Companies requirement in excel.

Educational & Professional Qualifications

 United International University	 United International University	 Dhaka City College	 Junior Laboratory High School
Post-Graduation Diploma in HRM (PGDHRM) Major: HRM Year: (2020- Cont.) CGPA: 4/4	Bachelor of Business Administration (BBA) Major: HRM Minor: Marketing Year: (2014-2018) CGPA: 2.72/4.00	Higher Secondary Certificate (H.S.C) Business Studies Year: (2011-2013) GPA: 4.30/5.00	Secondary School Certificate (S.S.C) Business Studies Year: (2009-2011) GPA: 4.88/5.00

Training & Certifications:

Leadership Excellence and Development training program conducted by **LEAD** certified by **PEARSON**.

Co-Curricular Activities and Membership:

- Organized **National Career Conference** 2018
- **UIU HR FORUM** (Position: Associate Organizational Secretary May 2017, Executive 2015-2017, Member since 2014)
- **Anchored** in different program arranged by UIU HR Forum.
- Organized **UIU Express** (All Department Annual Picnic) 2017
- Organized **National Recruitment Fair** 2017
- Organized **UIU Express** (All Department Annual Picnic) 2016
- **Jobsbd-UIU Career Quest** (Job Fair) 2016 -Core Organizer
- **3rd Ward-HR Summit** 2016-Core organizer
- **Team Green** (Intra University Case Competition) – Core Organizer; August 2016
- Organized **HR HULK 2016**
- **HR HULK** (Inter University case competition) - Core Organizer; October 2015.
- Worked on **Career Fest (CCC Fest)** 2015 (UIU)
- **BPO Summit 2015** (Position: Volunteer); December 2015

Appreciations:

- Appreciation from **WARD** for organizing 3rd Ward-UIU HR Summit “**Emerging Trends in Strategic HRM**”.
- Appreciation from **Chakri.com** for the contribution of volunteer in organizing.
- National Recruitment Fair 2017

Key Strengths:

- Proactive.
- Team Player.
- Leadership.
- Step Forward.
- Positive attitude
- Public speaking
- Investigative
- Highly language proficiency in English and Bengali.

Reference(s):

Dr. Mohd H.R. Joarder Professor School of Business & Economics Email: raihan.joarder@bus.uiu.ac.bd Contact: +88 01743331857	Tanzim Moin Recruitment Coordinator SMEC International Pty. Ltd Email: tanzim.moin@smec.com Contact: +88 01624666225
---	--