





BUSHRA NAIR

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To pursue a career of HR professional with utmost sincerity and dedication; aspire to discover new horizons of business in a challenging position by delivering with optimum perfection which inspires to flourish potentialities through excellence and endeavor and fortify professional expertise by adding value towards the organizational goals.

Professional Experience



JR. RECRUITMENT ASSOCIATE

Front Desk Bangladesh Ltd. (HR Consulting Firm)

Tenure: May, 2018 – March, 2020



My responsibilities here-

Talent Acquisition

- Recruiting for different client companies.
- Conducting initial interview, background check.
- Communicating with the clients to understand their need and expectation.
- Preparing job description according to client's requirement.
- CV sourcing and screening for different positions.
- Screening CVs per job profile ensuring applicants are qualified.
- Networking to reach potential candidates.
- Communicating with the candidates regarding the job offer.
- Providing competent candidates pool to the clients.
- Communicating with clients and applicants to make schedule for interviews.
- Coordinating interview give support for both of the parties.
- Keeping in touch with clients for offer made to the candidate.
- Following up with candidates till joining.
- Working on different HR issues according to client's requirements.
- Continuously, increasing the connections through bdjobs.com and LinkedIn.
- Sourcing candidates through internal and external advertisement and cv bank.
- Creating a pool of potential candidates by screening & short-listing CVs on the basis of skills, experience, and educational background as per client's needs and expectation.

Core Competences

- ✓ Leadership
- ✓ Teamwork
- ✓ Problem solver
- ✓ Quick learner
- ✓ Negotiation
- ✓ Recruitment
- ✓ Customer Service etc.

Others

- Client communication and meeting.
- Maintain liaison with the clients.
- Prepare agreement copy for new work clients.
- Preparing invoice.
- Creating and updating HR database.
- Assisting in other HR activities as and when required.

INTERN, HR

Front Desk Bangladesh Ltd.

Tenure: February, 2018 – April, 2018

Scholastic Background



BACHELOR OF BUSINESS ADMINISTRATION (B.B.A)

NORTH SOUTH UNIVERSITY

Passing Year: 2018

CGPA: 2.74

Concentration: Human Resource Management

Project Work:

- HR Planning for a start-up company.
- Comparisons of HR Practices between MNCs and Local Bangladeshi Companies.
- Business plan of a service-based company.

HIGHER SECONDARY CERTIFICATE (H.S.C)

MILESTONE COLLEGE

(Science)

Passing Year: 2011

GPA: 5.00

SECONDARY SCHOOL CERTIFICATE (S.S.C)

VIQARUNNISA NOON SCHOOL (Science)

Passing Year: 2009

GPA : 5.00

Training



HRIS (Certified training)

(October,2017)

Modules:

- Employee attendance tracking
- Online candidate screening
- Performance evaluation
- Leave management etc.

Competences



Technical Competences

- ✓ Operational Proficiency in- MS Office (Word, Excel & PowerPoint).
- ✓ Working knowledge on- *WordPress*.
- ✓ Excellent editing skills.

Language

Bengali – Native

English & Hindi- Advanced

French- Beginner/ Elementary Proficiency

Involvements



- Participated in **NSU Business Simulation** (April, 2017)
- Undergraduate Teaching Assistant (Part Time) (2016 – 2017)
North South University.
- Founding General Member (2015)
Human Resource Club, North South University.
- General Member (2005-2008)
Science Club, Viqarunnisa Noon School

Interests



Travelling, photography, watching- tedtalks, documentary etc.

Personal Credentials



Date of birth : 3rd May, 1994

Reference



Can be furnished if required.