



NAHID RAHMAN

HR PROFESSIONAL

CONTACT DETAIL

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REFERENCES:

Muntasir Mynuddin
General Manager, Employee
Communication and Digital
Engagement
Robi Axiata Limited
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CAREER OBJECTIVE

I am an enthusiastic and result oriented HR professional with experience of managing a full spectrum of human resources programs, services and functions incorporating Employee Relations, Recruitment & Selection. I am a strategic HR personnel intend to exercise HR best practices to align organization's objectives to maximize employee potential by fostering a positive work environment and developing interpersonal relationships within all levels of the organization.

WORK HISTORY

SR. HR ASSOCIATE

Talent Centric Ltd.
November 2019 - present

- Fulfilling sourcing requirements for different clients (Berger, JTI, International Beverages Private Ltd (IBPL), Coca-Cola, Operational Energy Group, Best in Brands, ATECH and others) for all level on time.
- Planning and executing selection process (job circular, Sorting CVs, short listing, phone interviewing and selecting candidates for initial interview, written test & joining)
- Preparing Offer letter, Appointment letter & Confirmation letter
- Conducting Assessment Centers to assess the Potential Candidates/ Job Applicants through Case study, Group Presentation, Role playing, In Tray and many other various modules.
- Research and Development new business for the management
- Research on new product development such as Training & Development, KPI etc

RECRUITMENT EXECUTIVE

Munshi HR Solutions
June, 2019 – November 2019

- Fulfilling sourcing requirements for different clients for all level (Samsung, LG, Wipro, Dhaka Bank, and others) on time.
- Planning and executing selection process (job circular, Sorting CVs, shortlisting, phone interviewing and selecting candidates for initial interview, written test & joining)
- Preparing Offer letter, Appointment letter & Confirmation letter
- Employer branding through participating different Job fairs and visiting University Career Service Departments (NSU, BRACU, East West, IUB, AIUB, Ahsan Ullah etc.)
- Handling foreign delegates to facilitate interview process
- Revising Proposals, MOU and Contrarcts of Munshi HR Solutions with its clients

HR EXECUTIVE

Quantanite (Formerly known as Taskeater)

Jan 2018 to May 2019

- Led the full spectrum of recruitment activities from initial job identification to initial on-boarding of new employee
- Planned and executed selection process (job circular, written test, interview & joining)
- Sorted CVs, shortlisted candidates took phone interviews, initial interviews, written tests and joining)
- Planned and conducted/coordinated new employee orientation including providing information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits etc.
- Conducted verifications and reference checks
- Updated new employee's data in to the HR software
- Took exit interviews and handled final settlement activities
- Developed and implemented Policies & Procedures and formulate new leave policies, attendance policy, performance matrix and HR strategies aligning with company's goals
- Prepared various letters as required, i.e. transfer letter, warning letter, show-cause letter, NOC, Experience letter, etc.
- Initiated different employee engagement activities
- Handled employee grievance related matters

Achievements:

- Successfully hired more than 150 employees and reached the employee number to 500 from 350 aligning with the business growth
- Redesigned and managed assessment materials and policies in line with company objectives
- Launched more than 60 HR FAQs (frequently asked question) based on employment contract and stuff handbook which helped the operational managers and employees to have HR related queries in general

STUDENT ADVISOR

ACCA Malaysia

Oct 2013 – Aug 2017

- Consulting with the student with different ACCA program
- Doing registration for the student- Participating in different campaign for promoting different programs
- Mentoring student with different courses- Handling the subscription issues for the members over the phone
- Processes connecting Customer Service, Telemarketing, Telesales via major different campaigns like Retention, Winback, Preprospect and so on.
- To involve in Lead Generation either Offline or Online with internal as well as external marketers for campaign finalizations
- To customary appropriate KPIs- Specialization of Telemarketing for new students as well as Customer Service Retention for existing members which includes Customer Satisfaction conception which mainly drives the sales figures for the centre.

PURCHASING ASSISTANT

Nestle Bangladesh Limited

July 2012 to December 2012

- Opening LC after getting Proforma invoice- Issuing insurance policy,endorsement letter for Bank
- Issuing letter for preshipment inspection
- Communicating with suppliers to get the necessary documents like certificate of origin,bill of lading,commercial invoice,packing list etc.
- Handing over all necessary documents to logistic department
- Facilitating finance Department with LC retirement
- Updating the Transit status

ACADEMIC BACKGROUND

NORTH SOUTH UNIVERSITY

Masters in Business Administration, Major in HRM, 2019

BRAC UNIVERSITY

Bachelors in Business Administration, Major in Marketing, 2012

FAUJDARHAT CADET COLLEGE

HSC and SSC in Science

IELTS

Over All Band Score 7

EXTRA CURRICULAR ACTIVITIES

- Worked as an anchor in different events in Entrepreneurship Development Forum of BRAC University.
- Worked as volunteer in 6th convocation of BRAC University in spring'11.
- Worked as a volunteer in 35th anniversary of BRAC where nearly 15,000 members of BRAC participated in Spring 08.

ACHIEVEMENTS

- Awarded with Vice Chancellor's Certificate in Residential Semester Summer'08 for showing extraordinary performance in extracurricular activities.
- Awarded with Dean's Certificates as recognition of Academic performance in Fall'09, spring'10, Summer'10 and fall'10.