



Md. Tausif Rashid

Detail-oriented HR professional with strong interpersonal skills and 3 years of experience. Interested in building a career in a reputed organization. Adamant to work for the mutual growth of own career as well as for the growth of the organization with merit and endeavor.

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Experience

■ Talen Acquisition Executive at ZXY International

May 2019 – Present

- Being actively involved in end-to-end recruitment process by collecting manpower requisition with approval, posting job advertisements through job portals, CV screening, holding phone interviews, sending invitations and managing the hiring process;
- Passively sourcing quality candidates from online platforms and internal & external references
- Conducting & completing reference checking of selected candidates
- Communicating concern teams (Finance, IT, Transport & Admin) regarding new joiners joining information for smooth operation
- Conducting joining formalities (Paperwork) during the onboarding program
- Conducting building orientation of new joiners
- Maintaining CV Bank & follow up as & when any recruitment process starts to find suitable candidates

■ Executive, HR at iPay Systems Ltd.

July 2018 – April 2019

- Supporting the development and implementation of HR initiatives and systems;
- Being actively involved in recruitment by collecting manpower requisition with approval, posting job advertisements through job portals, CV screening, holding phone interviews, sending invitations and managing the hiring process;
- Preparing selection evaluation reports, ensuring approval of respective heads and finally taking approval of relevant management;
- Managing & maintaining recruitment files and keeping documentation maintaining the SOP;
- Providing job offer letter & ensuring scheduled employee on-boarding;
- Collecting & ensuring required joining documents;
- Maintaining employee records, (attendance, EEO records, etc), personal file according to policy;
- Assisting in performance management process;
- Supporting the management of disciplinary and grievance issues;

■ Junior HR Manager at ME SQLshare Ltd.

July 2017 – July 2018

■ Intern at Talent Centric Limited

January 2017 – March 2017



Training

Training on HRIS

- Online Assessment Software for Recruitment
- Web-based integrated human resource (HR) solution



Education

Master of Professional Human Resource Management (MPHRM)

University of Dhaka
3.50 (On the scale of 4.00)
January 2018 - Present

Bachelor of Business Administration (B.B.A)

North South University
Human Resource Management
3.12 (On the scale of 4.00)
January 2013 - April 2017

Higher Secondary Certificate (HSC), 2012

Notre Dame College, Dhaka
Business Studies
5.00 (On the scale of 5.00)

Secondary School Certificate (SSC), 2010

Motijheel Govt. Boys' High School
Business Studies
5.00 (On the scale of 5.00)



Skills

- Language:** Excellent in reading, writing and speaking in both Bengali and English with exuberant communication skills.
Basic communication skill in Chinese language.

- Computer Literacy:** MS Word ☒ PowerPoint ☒ Excel ☒

- Leadership:** Built an HR department from scratch and maintained its operation in a startup company.
Successfully lead a group in the business simulation called Haat Bazar at North South University. Was the project manager in 42 group projects in 42 different courses.

- Recruiting:** Learned how to source & screen resumes for various job positions.



Co/Extra Curricular Activities

Member of North South University Earth Club, Fall 2013- Spring 2014.

Helped organize the climate simulation program called "Encounter" which is a 3D exhibition hosted annually with the portrayal of a different environmental theme.

Member of Notre Dame College Cultural Club (NDCCC), 2010-2012.

Participated in various programs of NDCCC, 2010 to 2012.

Have a personal interest in playing guitar.

Participated in the business simulation called Haat Bazar, Fall 2016.

Nationality: Bangladeshi by birth.



Personal Details

Anindita Trisha

Lead - HR, Career management
& Innovation

Total Bangladesh

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Daniel Ciganovic

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References