



NOOR – E – FAIZA EMA

ABOUT ME

“An articulate and results-oriented professional seeking a position to utilize my academic knowledge, soft & hard skills and abilities in a challenging and renowned industry.”

CONTACT ME

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TECHNICAL SKILLS

MS word	★★★★★
MS excel	★★★★★
PowerPoint	★★★★★
Prezi	★★★★★
PhotoScape	★★★★★
SPSS software	★★★★★
Britix24	★★★★★
Adobe Photoshop	★★★★★

HOBBIES AND INTEREST

Photography (Landscape)	Travelling
Public speaking	Crafting/ DIYs
Watching English series	Event organizing
Competitions	Networking

TRAINING

Career 101

- Career Academy
- Area covered: Leadership and personality development.

ACHIEVEMENTS

- Awarded for pathways Ice Breaker Speaker from Mastermind Toastmasters.
- Awarded for best volunteer in BDC Shevolution 2019 tournament.
- Certification of completion of Level 2 in Strategic Relationship, Toastmasters Pathway

REFERENCES

Noomaya Jayed

Head Of Human Resource Department
Novo Nordisk Pharma, Bangladesh

E-mail: NYJ@novonordisk.com

Contact details: 01711080757

Jawaad Bin Hamid

HR Business Partner
Novo Nordisk Pharma, Bangladesh

E-mail: JWBH@novonordisk.com

Contact details: 01313433906

WORKING EXPERIENCE

Executive – HR Administration (CONTRACTUAL)

Novo Nordisk Pharma Bangladesh

October 2019 – Present

Responsibilities:

- Organize and maintain personnel records
- Update internal databases (e.g. Record sick or maternity leave)
- Prepare HR documents, like employment contracts and new hire guides
- Revise company policies
- Liaise with external partners, like insurance vendors, and others.
- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. Leaves of absence, sick days and work schedules)
- Participate in HR projects (e.g. Employee engagement events)
- Recruitment of entry level and mid-level managers in Marketing and Corporate functions to fulfill the Talent ambition.
- Supporting the restructuring processes of Marketing function in line with the organization's strategic leadership agenda
- Maintain effective relationships with key stakeholders in Marketing, core HR and other Corporate functions to secure their support for achievement of performance objectives

Human Resource Management Intern: Learning & Development

September 2019 - October 2019

Square Pharmaceuticals Limited

Responsibilities:

- 1. Worked in an E- learning program named micro-learning at SPL (Square Pharmaceuticals Ltd).
- 2. Assisted and ensured the efficient administration and management of all human resource endeavors, including hiring, recruiting, training and other customary duties for business development.
- 3. Maintain accurate records for worked performed.
- 4. Log and summarize various program evaluations and feedback.
- 5. Assist in the development of training aids.
- 6. Screen resumes and application forms
- 7. Schedule and confirm interviews with candidates
- 8. Update our internal databases with new employee information, including contact details and employment forms

Campus Ambassador 2019

January 2019 - December 2019

Teach for Bangladesh

Responsibilities:

- Making short presentations in targeted classes and relevant campus organizations.
- Helping to organize information sessions hosted by Teach for Bangladesh employees.
- Setting up booths, posters and distributing brochures to potential fellows.
- Building engagement relations with the potential fellows for Fellowship Program.
- Conducting sessions and sharing valid information.
- Participating and volunteering in recruitment events, like IUB JOB Fair, NSU JOB Fair.

Vice President Public Relations

July 2018 - May 2020

IUB Toastmasters Club (Campus Venue Club Of Toastmasters International)

Responsibilities:

- Protecting the Toastmaster's International Brand.
- Organizing PR Events and Collaborating with other Toastmaster Clubs in the local.
- Leading a team of three sub-committee member.
- Developing yearly Public Relation Plan:
 1. Reviewing and using PR Tool approved by Toastmaster International.
 2. Setting PR yearly goals.
 3. Determining yearly PR budget.
 4. Creating PR Office yearly calendar and newsletter.

EDUCATION ATTAINMENT

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

December 2019

Independent University of Bangladesh (IUB)
Major in Human Resource Management Minor in Marketing
CGPA: 3.23 (out of 4.00, Graduating year 2019)

GENERAL EDUCATION DEVELOPMENT (GED)

April 2015

IT Bangla
2450 (81.66%)

November 2014

A Levels

British Council (Private)
Accounting, Mathematics, Chemistry, Biology
Appeared

O Levels

November 2012

Manarat International School & College
Mathematics, Additional Mathematics, English, Bangla, Biology, Chemistry, Physics, ICT
GPA: 2.5 (out of 4)

EXTRA CURRICULAM & LEADERSHIP ACTIVITES

- General member of IHRS (Independent human resource society) of IUB, PR Coordinator of IUB Social Welfare Club, Alumni Member of IUB Toastmasters Club.
- Volunteer in Ascension 2018 (International Debate Competition).
- Assistant recruiter at Teach for Bangladesh with the Fellowship Recruiters.
- Organizer at winter drive and distribution event, URAAL 2019 of IUB social welfare club.
- Organizer at IUB Toastmasters club Charted Ceremony.
- Awarded for being the organizer in the BDC Shevolution 2019 tournament.