

Jannatul Ferdous Sathi

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Career Objective:

To work and explore the sectors of **Human Resource Management**, so that I can utilize my skills and improve my career path. My aim is to gain diversified knowledge about HRM and grow rapidly with increasing responsibilities.

Work Experience: Total around 4.0 Years

Officer, HR at Ascent Group (*Scholastica Ltd, Coffee World, Scholastica Transport Service Ltd., SPEED, Aurora International School, Office & Home Solutions Ltd., Print Craft Pvt. Ltd., Ignite Publications Ltd, Imagine Technologies Ltd.*)

Since **1st February, 2018** to present.

Responsibilities:

- Looking after the Recruitment section of all **nine** concerns of Ascent Group.
- Post Adds for vacancy, shortlist resumes, arrange a candidate pool, do the initial screening, volume hiring, take written test, arrange panel interview, demonstration classes (for Scholastica School), reference checking, salary negotiation etc.
- Keep relevant papers of all new joiners, maintain personal files and update on ERM system accordingly.
- Keeping a record of Attendance (Leave, Late & Early out records maintaining) and leave of all employee for payroll.
- Issuing certificates for example Experience letter, NOC, Employment certificate, Salary certificate to the employee.
- Arrange Fast Tracker Program for employee who want to switch their department.

Jr. Executive, HR at Genvio Pharma Ltd.

Since **1st August, 2016** to 4th January 2018.

Responsibilities:

- Short listing resumes for different positions & Organizing and scheduling interviews.
- Assist in conducting pre- selection interviews for eligibility for a smooth final selection by Line Managers.
- Properly filing relevant document of the new joiners as required.
- In charge of preparing info and process ID card, business card in coordination with Admin Team for all staff.
- In charge of monitoring and maintaining the training calendar.
- Responsible for effectively recording, maintaining, and reporting Company Assets issued to employees.
- In Charge of database related work regarding Payroll (Keeping a track of the attendance of the employees, Filing the leave forms and keeping a track of the leaves taken.)
- In charge of regular checking of the Job Database and filing resumes in respective department folders. Inform if there are any relevant resumes that can be considered for current vacancies.

- Conducting exit interviews of candidates who are resigning

Education:

MBA (Major Human Resource Management) **2019**
North South University
CGPA: **3.02/4.00**

BBA (Major –Human Resource Management) **2015**
East West University, Dhaka, Bangladesh
CGPA: **3.11/4.00**

HSC (Science) **2010**
Govt. kumudini College, Tangail
GPA: **5.00/5.00** (with optional subject)

SSC (Science) **2008**
B.B Govt.Girls' High School, Tangail
GPA: **5.00/5.00** (without optional subject- **Golden**)

Awards & Achievements:

- Got certificate for completing the two days' training of **Advance MS Excel**.
- Got selected for East West University **ITES Foundation skills**.
- Got The Daily **Prothom Alo Award** for getting **Golden A+** in SSC

Training & workshops:

- Attended two days' training on First Aid by Business Rider on 2019.
- Participated in a Training program on **skill development by WSDA New Zealand**.

Skills:

- **Personal skills:** well organized, quick learner, team player, can easily cope up with different situation, self-motivated, can work under minimum supervision, excellent people skill and leadership quality.
- Gathered knowledge on **Consumer behavior, International marketing, Sales**.
- **Computer skills:** full working knowledge in
 - MS Office
 - Outlook

Language Skills:

- Language: Fluent in Bengali and full working knowledge in English.

Reference(s):

Dr. Ferdous Sarwar
Associate Professor
IPE, BUET Dept.
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Husna Ara
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Yours truly,

Jannatul Ferdous Sathi