



FARIHA AHMED

CONTACT

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HOUSE#8, ROAD#5, BLOCK#C
BANASREE, DHAKA

PERSONAL ATTRIBUTES

- INTERPERSONAL COMMUNICATION
- ABILITY TO WORK UNDER PRESSURE
- CONFLICT RESOLUTION
- ADAPTABILITY
- TIME MANAGEMENT AND DECISION MAKING

ADDITIONAL SKILLS

- EVENT MANAGEMENT
- PROFICIENT COMPUTING SKILLS
- FLUENCY IN SPOKEN AND WRITTEN ENGLISH AND BENGALI

PROFILE

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve, while also concurrently upgrading my skills and knowledge.

EXPERIENCE

SHOPUP | FEB 2020- PRESENT

SR. EXECUTIVE- HUMAN RESOURCES

- Develop industry mapping and identify talents to enrich CV bank
- Conduct interviews and establish competency based questionnaire
- Implement HR sessions for introduction to policies & procedures
- Incharge of Career Fairs and Campus Activation Programs
- Assist in review and implementation of HRIS system upgrades
- Prepare related HR reports (Recruitment and Leave reports, Attendance reports, Monthly Newsletters, Resource & Staff plans)
- Maintain & revise company's handbook and policies
- Maintain Database performance by troubleshooting problems
- Implement KPI & KRA based Performance Management System
- Conduct periodic review of Organizational structure

DG INNOVATION LAB LTD. | JUN 2019- OCT 2019

SR. SPECIALIST- HUMAN RESOURCES

- Supervise & followup overall Recruitment & Selection plan
- Plan and execute selection processes (Conduct interviews and screening calls, administer relevant selection tests etc.)
- Maintain work structure by updating job description & specification
- Execute Salary and Benefits negotiation
- Ensure all Payroll transactions are processed efficiently
- Develop action plans to increase employee engagement
- Refereing disputes and administering disciplinary procedures
- Compile summaries of earnings, tax & leave deduction
- Design & implement effective budgeting policies
- Assess training needs to apply and monitor training programs
- Oversee & manage Performance Management System that drives high performance

GRAPHICPEOPLE LTD| FEB 2017- JUN 2019

EXECUTIVE- HUMAN RESOURCES

- Design & implement new sourcing methods
- Update current & design new recruiting procedures
- Review & prepare recruitment materials (Job requirements and job ads)
- Review employment applications and background check reports
- Conduct employee orientation & provide other professional assistance
- Conduct job/career events and liaise with several institutions for candidate pool
- Prepare Salary via Payroll Software
- Assist Finance department with individual leave count for leave encashment
- Monitor periodical HR Database accuracy
- Keep record of Staff Insurance and ensure timely inclusion, exclusion & renewal
- Maintain and revise the company's handbook on policies and procedures
- Prepare relevant HR Reports (Recruitment & Leave report, Resource and Staff plans, Talent analysis report for global offices)

REFERENCES

Nishat Jahan
GraphicPeople Ltd.
Executive-Talent Management
nishat.jahan@wunderman.com
01778459389

Dr. Kamal Uddin Ahmed
North South University
Adjunct Faculty
knz2005@gmail.com
01715013243

NESTLÉ BANGLADESH LTD. | MAY 2016 - AUG 2016 TALENT ACQUISITION INTERN

- Update internal databases with new employee information, including contact details and employment forms
- Preparing recruitment and turnover reports
- Screen resumes and application forms
- Schedule and confirm interviews with candidates
- Post, update and remove job ads from job boards, careers pages and social networks
- Participate in organizing company events and careers day

EDUCATION

MASTERS OF BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE

NORTH SOUTH UNIVERSITY | 2017 - 2019
CGPA: 3.70 OUT OF 4.00

BACHELORS OF BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE

BRAC UNIVERSITY | 2012 - 2016
CGPA: 3.94 OUT OF 4.00

H.S.C (HIGHER SECONDARY CERTIFICATE)
BUSINESS STUDIES (RAJUK COLLEGE)
GPA: 5.00 OUT OF 5.00

S.S.C (SECONDARY SCHOOL CERTIFICATE)
BUSINESS STUDIES (MILESTONE COLLEGE)
GPA: 5.00 OUT OF 5.00

ACHIEVEMENTS AND AWARDS

- Best Intern Award for fall 2016 from BRAC Business School
- VC's and Dean's certificate for outstanding performance
- Merit based scholarship of BRAC University from 2012 to 2016
- Government Talent Pool Scholarships in the S.S.C & H.S.C examination

EXTRACURRICULAR ACTIVITIES

- Executive member, BRAC University Business Club
- Former Executive Director of BRAC University Monon, People's Management
- Peer Mentor, BRAC University First Year Advising Team
- Brand Promoter at the 11th Asian International Cardiovascular Therapeutics in 2015