

Professional Profile

of

ANANNYA KHAN



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Venues Estate, Flat C5,
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Career Objective

To work with a well-reputed organization where I can advance my career and contribute to the growth of the organization through hard work and persistency in work performance.

Current Employer Organization

Paradise Group, Corporate Office

Senior Executive, HR

6 Sep 2017 – continuing

Job Description Summary

- Arrange, conduct & process employees Recruitment & Selection activities
- Accomplish all activities of Payroll Management
- Perform and ensure core HR activities and practices and assist in implementing HR policies and procedures.
- Set JD/KPI of all level of Employees starting from the Management Level
- Maintain Leave & attendance management
- Review, update and maintain personnel files and other HR documents
- Prepare various types of Corporate HR Related Letters
- Complete exit function of job separation formalities
- Coordinate with the different departments in relation to HR activities
- Develop strategy to establish appropriate HR processes and practices in the organization as per management's directives to meet the needs of the growing organization
- Responsible for check to off day bill, night bill, convenes bill, daily employees
- Perform job confirmation tasks

Immediate Past Employer

Palmal Group, Corporate Office

Senior Executive, HR

13 Jun 2016 – 30 Aug 2017

Job Description Summary

- Perform the recruitment and selection functions
- Accomplish and maintain job separation activities with final settlement
- Maintain and update HRIS of employee database
- Handle Leave Management with leave records
- Maintain Employment Records and personal files

Regent Airways Limited, Head Office

Executive, HR

October 26, 2014 – 8 Jun 2016

Job Description Summary

- Handle Leave and Attendance Management
- Do Final Settlement of separated employees
- Perform the recruitment and selection steps

- Coordinate salary processing
- Maintain and update HRIS of employee database
- Process Free of Cost [FOC] ticketing for the employees
- Issue various types of letters
- Obtain Police Verification report
- Assist in clearance of employees
- Do duty travel entitlement checking, approval and submit to finance

Impress-Newtex Composite Ltd, Impress Group; Head Office

Executive, HR
2012-13

Academic Records

Degree	Specialization	Institution	Result	Year of Passing
MBA	HRM	Eastern University	CGPA 2.93	2012
BBA	HRM	Eastern University	CGPA 2.85	2011
HSC	Humanities	Woman's Federation Collage, Dhaka	CGPA 3.20	2007
SSC	Science	Bottomly High School, Dhaka	CGPA 3.13	2005

Training on

Recruitment and Selection, Labor Law, KPI, Leave Management etc.

Personal Information

Father's Name	Abdul Momin Khan
Mother's Name	Smrity Khan
Date of Birth	October 08, 1987
Permanent Address	As present address

Therefore, I undersigned state that the above mentioned all information are up-to-date and true up to my consent and consciousness.

Thanks and regards,



Anannya Khan

Reference:

Mohammad Alamgir Kabir
Deputy Manager, HR & Admin
The Bengal Glass Works Limited
Contact: 01511358892, 01612358892