

Jemima Farhin

Phone: +88 01733644833

Address: 58, North Dhanmondi (Flat A2), Kalabagan, Dhaka-1205

Email: jemimafarhin17@gmail.com



Forward-thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as a human resource specialist to provide high end administrative support in the human resources department.

EXPERIENCE

Bomanite Corporation

Executive - HR & CORPORATE AFFAIRS

April, 2019 -May2020

Responsibilities:

- Screening, Short listing & Conducting Interview Sessions & preparing appointment Letters for new employees. Policy formulation & Implementation for the betterment of organization.
- Maintaining and updating, filing, inventory, mailing and database systems, both manually & digitally.
- Staff recruitment, selection, onboarding, candidate CV bank maintenance, maintaining and updating all JDs,
- Employee database maintenance,
- Probation assessment and confirmation, Internal transfer processing,
- Payroll processing,
- Manpower planning and budgeting, Talent mapping, Competitor benefit analysis,
- Collect, count, and disburse money, do basic bookkeeping, and complete banking
- Conducting the internal & external communications.
- Preparing Meeting minutes, meeting agendas and report for further follow up. Conducting the full recruitment process & selections.
- Prepare statement/lines to take in conjunction with the head of department. Maintaining relationship with HR partners & firms.
- Social media (Facebook vacancy groups, Linked) accounts for recruitment. PR collaborations for any organizational initiatives and projects.
- Monitoring benefit Programs.
- Other medical wings Innovative “BIO Medical” innovative & sophisticated Products R&D & Monitoring office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Maintaining daily reports and advised executive leaders in decision- making processes. Designed insightful and attractive presentations.

Exim Bank Bangladesh Limited

Internship

October, 2018January, 2019

- Worked with the general banking team & foreign Exchange division.
- Worked with the import & export department.
- Worked with credit department.

EDUCATION

BRAC University

Enrolled

Masters of Business Administration Major in HRM

Daffodil International University, Dhanmondi, Dhaka

January- 2019

BBA, Major in Human Resource Management

University Women's Federation College, Dhanmondi, Dhaka

2014

Secondary School Certificate, Business Studies

Dhanmondi Govt. Girls High School, Dhanmondi, Dhaka

2012

Secondary School Certificate, Business Studies

Skills

- Administration & Compensation Benefits
- Leave management
- Admin
- Banking Directing Growth Planning Inventory, Database & Filing.
- Candidate sourcing & Hiring
- Mailing & Proposal Writing
- Make travel arrangements
- Research and analysis
- Human resources management
- File and records management, Team building & Strategic planning.

Volunteering

- Worked as Corporate affairs secretary at "Business & Education Club.
- Worked as Joint secretary at "Business Roundup & Motivation Cell (BRMC)". Executive member of DIU HRM Club.
- President for "Dhanmondi Girls English Debating Club" in 2011
- Team leader & Program Coordinator - "ICC World Cup Opening Ceremony" – 2011 Volunteer - 'Quantum Foundation'

CERTIFICATIONS

DIUBEC Business Strategy Case Competition 2017

"Awarded" as DIUBEC Business Strategy Case Competition 2017 – (2nd Runner up)

2017

Daffodil International University

Industry Academia Lecture"

2017

Daffodil International University

Youth Summit on AGEING

2017

Daffodil International University

LANGUAGES

- English (Full professional proficiency),
- Bangla (Full professional proficiency),
- Hindi (verbal Communication)

PROJECT Work

"BD Souvenir" (Hat Baksho)

(Marketing Plan)

PERSONAL PROFILE

Name : Jemima Farhin
Father's Name : Late Md. Shafiullah
Mother's Name : Ozufa Khatun
NID Card No : 510 545 1891
Date of Birth : July 17, 1997
Nationality : Bangladeshi
Religion : Muslim (Sunni)
Permanent Address : 58, North Dhanmondi (Flat A2), Kalabagan, Dhaka-1205.

REFERENCES

Dr. Farid A. Sobhani Ph.D.
Professor & Director - MBA & EMBA Programs
United International University,
United City, Madani Avenue, Dhaka.
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Cell: 01767-887261

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