



RUBAIYA PROVA

PERSONAL PROFILE

A self-motivated, responsible and committed person who is open to learn and serve organization interests with acquired knowledge and skills

REACH ME AT

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LinkedIn Profile:
www.linkedin.com/in/rubaiya-prova/

CERTIFICATES

- ✓ LinkedIn Learning Certificates of Completion- Excel Essential Training, Talent Management, Succession Planning, Recruit and Maximize Talent, Strategic Thinking, Leadership Mindset and Practical Skill
- ✓ Certificate of Excel lesson-NSU CPC "Excel Bootcamp"
- ✓ Certificate of participation for International Conference on Sustainability in Natural and Built Environment
- ✓ Certificate of participation for E-Business Marketing seminar
Certificate of 100% attendance in 2 years of College

SKILLS

- Proficient in MS Office applications
- Good communication skills
- Recruitment & selection skills
- Technical skills
- Time management
- Resource management
- Detail oriented

CAREER HISTORY

Executive - HR and Admin

Barikoi Technologies Limited
March 2020 - Continuing

- Responsible for recruitment process that includes JD preparation, vacancy announcement, screening potential employee's resumes and arranging interviews with shortlisted candidates
- Ensure proper onboarding of new hires by producing appointment letter, new hire orientation, ID card, salary account opening, and other necessary requirements
- Updating company databases by inputting new employee contact information and employment details & removing former employee information
- Preparing Salary Certificate, Experience letter, Termination letter and others ad hoc docs according to employee requirements
- Assisting in the planning of company events, e.g. Employee appraisal event
- Manage the monthly payroll process system by gathering, calculating and distributing salaries
- Send invoices to the clients with Mushak and keep track of receivables
- Review and renew company policies and legal compliance
- Manage the office procurement and purchase accordingly
- Responsible for any HR related queries including HR policies, employee benefits, labor law and so on

Intern - Learning & Development Center

United Commercial Bank Limited
September 2019 - December 2019

- Prepared and updated training database
- Compiled training evaluation sheets
- Prepared training calendar
- Used to maintain contact with branch managers regarding upcoming training updates

ACADEMIC HISTORY

North South University

Concentration in Human Resource Management
Bachelor of Business Administration
Class of 2020
CGPA: 3.11

Holy Cross College, Dhaka

Concentration in Science
Class of 2014
GPA: 5

Naogaon Govt Girls' High School, Naogaon

Concentration in Science
Class of 2012
GPA: 5