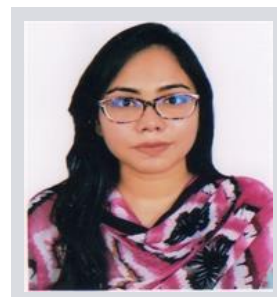


NISHA RASHID

Address: House:10, Road:02, Abdullahbag, North Badda, Dhaka
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E-mail: rashidnisha@yahoo.com



Career Objective:

To pursue a challenging career and be a part of progressive organization that gives a scope of enhancing my knowledge and utilizing my skills towards the growth of the organization

Employment History:

Total Year of Experience : 4.3 Year(s)

1. HR Associate (November 16, 2019 - Continuing)

Talent Centric Ltd.

Company Location : Baridhara, Dhaka

Department: HR Operation

Duties/Responsibilities:

1. Talent acquisition, Talent mapping, HR Planning & Development, Employer branding.
2. Resourcing, screening and short listing resumes through various job portals or else internal reference.
3. Conducting telephonic and Personal interviews in coordination with department head.
4. Dealing with multinational and local clients and manage different head hunting projects on due time.
5. Coordinating in internal recruitment and selection process for the firm.
6. Handling all procedures regarding internship Program.
7. Developing and maintain resourceful database & making salary survey of different positions.
8. Build, develop and expanding the network with different local, expat professional group and people.
9. Prepare qualified candidates pool for future recruitment on the basis of forecasting.
10. Proper documentation of each and every recruitment history.
11. Visit client and find out new business opportunity.
12. Overall coordination on recruitment, selection and talent management process of different MNC,FMCG,NGO
13. Work with HR professionals of different MNC, FMCG about various HR issues.
14. Plan and design materials for assessment centres
15. Coordinate assessment centres

2. Executive (June 1, 2018 - Continuing)

Digicon Technologies LTD

Department: Human Resources

Duties/Responsibilities:

1. Process various recruitment requests from various departments maintaining company policy
2. Plan and implement recruitment of new project or existing process
3. Assist in recruitment & selection process through prepare job advertisement, Shortlisting applications/CVs, prepare assessment form of short listed candidates & coordinating or conduct the interview process
4. Work on employer banding
5. Prepare, arrange and ensure on-boarding and induction program of new joiners
6. To maintain, manage and monitor the employee's personal file with all related papers as up-dated and maintain master database in HRIS

7. Prepare & disburse appointment, confirmation, promotion, transfer, increment, abscond letter and organizational announcement, notice, office order etc. as per company policy and requirement
8. Assist to prepare/ develop / update Organogram for different departments

3. **Junior Executive (June 1, 2017 - May 31, 2018)**

Digicon Technologies Limited

Department: HR

Duties/Responsibilities:

1. Recruitment process: sorting CV and call for Interview.
2. Arranging & conducting Interviews/Initial screening the candidates/ helping in recruitment processes.
3. Coordination of senior level interviews.
4. Maintain and regularly update master database of selected candidate.
5. New Training batch creation as per requirement and Handover of training batch to the training Department.
6. Prepare promotional letter and promotional salary revision letter.
7. Prepare different report, ex. monthly IJP/IJT report, monthly recruitment plan status, previous month recruitment report.
8. Handle special project (SEIP trainee recruitment).
9. Participated in career fairs and professional association conferences to recruit top talent (i.e. Islami Bank Career Fest, Southeast & chakri.com job fair, UIU National Recruitment Fair, BPO Summit).

4. **Intern (March 2, 2017 - May 31, 2017)**

Digicon Technologies Limited

Company Location : Khilkhet

Department: Human Resources

Duties/Responsibilities:

1. Complete joining formalities and bank account opening of newly joined employees.
2. To verify the documentation of employees as required for the company.
3. Ensure Personal File management & Keep all employees personal record.
4. Update information of employees to the HRIS software.
5. Prepare temporary ID card and Distribute permanent ID card, receive employment related document.
6. Provide necessary support to recruitment team, CV sorting, Conduct typing test and interviews.
7. Maintain up-to-date recruitment progress database.

5. **Assistant Relationship Officer (April 26, 2015 - July 14, 2015)**

Bank Asia

Department: Small and Medium Enterprise

Duties/Responsibilities:

1. Marketing of Consumer, Cards and SME products to prospective clients.
2. Developing relationship and providing service to the clients.
3. Collecting and maintaining information of existing and prospective clients in the assigned domicile.
4. Meeting queries of the existing and potential customers.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
M.S	Geography and Environment	Jahangirnagar University	CGPA:3.18 out of 4	2012
BSc (Hons)	Geography and Environment	Jahangirnagar University	CGPA:3.28 out of 4	2011
Post Graduate Diploma	Human Resource Management	Bangladesh Institute of Management	CGPA:3.75 out of 4	2016
HSC	Humanities	Holy cross college	CGPA:4.6 out of 5	2007
SSC	Humanities	Civil Aviation High school	CGPA:4.13 out of 5	2005

Training Summary:

Training Title	Topic	Institute	Year	Duration
Design, Implement and Measure KPI	KPI	Bangladesh Society for Human Resource Management	2017	1 Day
Competency Based Interview (CBI)	- Understand the competency framework - Needs the competency mapping for selection process *Understand S-T-A-R model of Competency Based Interview (CBI) *Discover the competency of CBI	Digicon Technologies Ltd.	2017	1 Day
Advanced Training Course on Research Methodology	Social science, Science, Business, Market, Action research, SPSS, Workshop, Seminar	Bangladesh Peace and Development Mission (BPDM) and SSRC	2014	1.5 Month

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : Md. Mizanur Rashid
Mother's Name : Nazmin Aktar
Date of Birth : October 3, 1990
Gender : Female
Marital Status : Married
Nationality : Bangladeshi

References:**Reference: 01**

Name : Iftakhairul Alam Shehab
Organization : Huawei Technologies
Designation : Manager, HR
Address : Bay's Galleria, Gulshan Avenue, Dhaka
Mobile : 01913778466
E-Mail : iftakhairul.ias@gmail.com
Relation : Professional

Reference: 02

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Professional