

SANJIDA NOOR

114 Abir Villa, Nakhal Para
Tejgaon, Farmgate Dhaka-1215, Bangladesh
Contact : +8801716368665 (Cell)
E-mail ID: sanjidanoor@gmail.com



CAREER OBJECTIVE

Being a career oriented person I want to build my profession in challenging environment of Human Resource Management department of an organization by adapting to the evolving work atmosphere and performing as a vibrant team-member to accomplish the business goals.

PERSONAL SKILLS

Excellent **communication skill** combined with behavioral **adaptability** and can work in an organized way under pressure. Being a **team player** I have ability to **cope** with different situation in an **assertive** way and possessed capability of multitasking and quick learning.

WORKING EXPERIENCE

1. **HR Executive** (August 2019 – Continuing) at **E-Zone HRM Limited**, Department: **Recruitment**.

Joined as Intern and then appointed as HR Executive.

Job Responsibilities

- Responsible for the recruitment, talent assessment and in-person interview of different positions for NGO, iNGO, FMCG, MNC & financial institutions and on-boarding of new recruits.
- Share the job advertisement in bdjobs, newspaper, professional network & social network.
- Sourcing talents from database, professional network, LinkedIn, bdjobs & other references.
- Short listing the candidates based on the client's requirement and taking initial telephonic interview.
- Preparing the interview schedule and conducting written test & interview of the candidates.
- Provide salary information & help with the negotiation and conducting reference checking process.
- Maintain all personnel confidential records of the staff and prepare all official letters & circulars.
- Responsible for management of Training material & CV database and handling employees grievances.
- Create & analyze Job Description, HR Policy and Code of Conduct for different clients.
- In COVID-2019 time worked with the remote team and take interview of the candidates through AnyDesk, Team viewer, Zoom & Skype and meet all the deadlines.

2. **New Associate** (June 2014 - February 2016) at **Accenture** Communications Infrastructure Solutions Limited (Previously known as **Grameenphone IT Ltd.**)

Job Responsibilities:

- Invoice processing & analyzing payment cycles & prepared various financial reports.
- Responsible for maintaining & keeping department's employees personnel files.
- Prepared entry & exit time sheet & monthly Leave and Overtime Report of the department.
- Liaison with the in-charge of all departments and ensured customer satisfaction.
- Ensure proper filing of personnel documents and maintain a digital archive of personnel documents.

ACADEMIC CREDENTIALS

Master of Business Administration (MBA), Major in **Human Resource Management & Finance**
Faculty of Business Studies, **BRAC University** (2019), CGPA: **3.11** (on scale of 4.00)

Bachelor of Business Administration (BBA), Major in Finance
Faculty of Business Studies, East West University (2014), CGPA: 3.37 (on scale of 4.00)

Higher Secondary Certificate (HSC), 2008
Dhaka City College, Business Studies, CGPA: 5.0 (on scale of 5.00)

Secondary School Certificate (SSC), 2006
Holy Cross Girls' High School, Business Studies, CGPA: 5.0 (on scale of 5.00)

KEY SKILLS

- **Languages Skills**

Fluent in Bangla (Native speaker and writer) advance-level competence in English.

- **Computer Skills**

➤ MS Office (Word, Excel, Power Point, Front Page)	➤ Visual Basic 6.00, HTML
➤ SPSS (Statistical Package for the Social Sciences)	➤ ATCAT Software, Axure
➤ Oracle E-Business Suite R12/Atlas/ERP	➤ Janus Software

SPECIAL TRAINING & EXTRA- CURRICULAR ACTIVITIES

- Training workshop on "Microsoft Excel tools and techniques for financial modeling" organized by East West University Business Club (2014) and certified for it.
- Participated in an Intra-University HR Quiz Competition at East West University.
- Active member of Environment club of East West University.
- Workshop on "Interpersonal and Communication Skill" by SPEED.
- Participated and 5 times award winner in Bissho Shahitto Kendro.
- Active member of Yellow Bird (2001 to 2006) and Girl Guide (1997 to 2000) in Bangladesh.
- Volunteering: Worked as teacher for garment worker.

STUDY WORKS

- **Report:** A Strategic planning, business modeling & decision support system of Square Pharmaceuticals, Ratio Analysis of Beximco and Square Pharmaceuticals Limited, Inventory Management of 'Sanofi Aventis Pharmaceutical Company', Factors Influencing Consumers While Selecting Bank in Bangladesh, Corporate Social Responsibility of 'Beximco Group'.

REFERENCES

Ms. Farzana Huda

Faculty Member

Independent University, Bangladesh

Email: farjana_huda@yahoo.com

Phone: 01717826468

Ms. Kohinoor Biswas

Assistant Professor,

East West University, Bangladesh

Email: kohinoor_sb@yahoo.com

Phone: 01760946607

"I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the receiver of this resume to verify the information."

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