

Ainul Haq Abir

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Career Objective:

To be a part of your challenging team to enhance my talent, skill with an intention to be an asset to the company.

Work Experience:

Recruitment and MIS officer at City Bank Limited (October 2019- present)

Head office, HR division

Responsibilities:

- Supporting the execution of HR strategy by designing, developing, deploying, integrating various functions for internal use across the Bank
- Performing UAT and setting up work to support new and existing functionalities
- Providing user support and maintaining data security
- Overseeing the data collection and inputting into HRMS, and auditing data files to ensure integrity and accuracy
- Coordinating with IT, software vendor to modify and change existing programs as per requirement
- Researching and assisting to resolve HRMS related problems
- Directing daily operations of department, analyzing workflow, establishing priorities, developing standards and setting deadlines
- Providing strong reporting and analytical information support to management team
- Providing ad-hoc report to regulatory authorities like Bangladesh Bank and ministries

Intern at Renata Limited (May 2019-July 2019)

Head office HR division

Responsibilities:

- Maintaining and updating employee information into HRIS
- Maintaining and updating employees' files and documents
- Assisting in recruitment and selection process
- Participating and organizing company events and careers days

Teacher (Accounting & English)

MOH Coaching Center (2015-2018)

Education:

Bachelor of Business Administration (B.B.A)

North South University 2019

Major: Human Resource Management

CGPA: 3.13

Higher Secondary Certificate (HSC)

Dhaka City College

Business Studies, Dhaka Board-2014

GPA – 5.00

Secondary School Certificate (SSC)

Mohammadpur Government High School

Business Studies, Dhaka Board-2012

GPA – 5.00

Language Skill:

- Fluent in Bengali
- Fluent in English

Computer Skill:

- Have a good practice on HRIS software “Explore”
- Have a good practice on HRIS software “Empress”
- Good command on Microsoft Excel, Microsoft Word and Power Point Presentation
- Good command on Google Word & Spreadsheet

Training & Workshop:

- Excel for Professionals

Topic: VBA and Macros

- Cyber Security

Topic: Data security, clean desk policy, safe internet habits, Hoaxes

- HR Agility

Topic: Driving people centric master class

- Organization Development & HR Strategy

Topic: Global HR practice, Organizational Excellence & Development

- HR Analyst

Topic: Resolving the driving retention

- The Excelist

Topic: Basic and fundamentals of excel for corporate work

- Positive Life Orientation

Topic: Positivity, super order human qualities, Social action and mobilization for prevention of Radiation and Extremism

Personal Skill:

- Ability to work under pressure
- Communication skill
- Research skill
- Ability to meet deadline
- Capacity to learn on the spot
- Ability to deal with variety of people

Extra-Curricular Activities:

- Organizational Secretary of Green Environment Movement (2019-current)
- Participated in Hult Prize 2018(Finalist)
- Participated in HR collaboration season 2 (2018)
- Member of “NSU Athlete Club” (2015-16)
- Organizer of NSU Club Fair (2015)
- Organizer of “Intra-University Cricket tournament” (2015)
- Organizer of Cricket live broadcasting session (2015)

Reference:

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