



RESUME OF MS. SHAMIMA JAHAN

Career Objective: To develop career in an organization where I can enrich myself by exploring the potential and at the same time climb up the ladder of success through honest evaluation of skill.



Contact details: C/o Sarwar Morshed
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DOHS Mohakhali, Dhaka, Bangladesh



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WORK EXPERIENCE

Skill and Core Experience summary:

Have extensive experience and knowledge in HR & Administrative sectors, monitoring and analyzing performance. Well versed in identifying and meeting organization's requirements, performing gap analysis between goals and existing procedures/skills sets to increase productivity with quality. Has prepared several reports in Diplomatic Mission and existing company.

Working experience:

1) Manager HR & Admin

HABSL Securities Ltd. (January 2018- Till)

Key work:

*Monitors workflow and productivity to evaluate office performance by directing, guiding, motivating and providing leadership over assigned staff. *Coordinates production of documents such as letters, statistical reports, public presentations. *Acts as a liaison with building management to assure productive work environment including office cleaning, security, safety, and resolves any issues as required. *Assists with Human Resources related tasks including interviewing, hiring, orientation, and training and performance evaluation. * Maintains and develops relationships with vendors, including management of corporate accounts with these Vendors. Plan for employees back up plan, replacement and transfer.

2) Manager Chairman & Managing Director's Office (January 17- November 2017)

Meghna Group of Industries (Fresh)

Key work:

*Prepare and maintain weekly meeting schedule, distribute meeting notice containing agenda, contact the members to attend the meeting, organize venue of the meeting, taking note and preparation of minutes of the meeting, distribute the copy of minutes among the members and follow up the actions. * Fix and maintain the appointment schedule of Supervisor with the external persons related to business * Maintain inter departmental coordination * Corresponding with overseas counterparts and others business alliances throw mail or over the phone * Ensure proper documentation and preserve all the documents through a proper filing system. * Letter / Message drafting, writing and dispatch * Prepare itinerary and meeting program for supervisor & foreign visitor * Arrange visa, Tickets and hotel reservation and maintain liaison with the relevant agencies/ person for making smooth travel of supervisor and foreign visitor. *Ensure and follow-up the issues on time

3) Sr. Manager, Corporate Communications (MD's Office) & Client Service, (April 2012 – Dec 2016).

Partex Star Group, Top FMCCG Company

Key work : Same as above. Additional assigned for client's service through mobile apps & SR tracking.

4) Secretary(II), May 2011 to March 2012)

The Embassy of the State of Qatar, Dhaka.

Key Work: *Report prepare on Bangladesh Economy and bilateral relation between Qatar and Bangladesh.

*Address update of all Embassy's and International organization*Attend phone calls on behave of the Ambassador *International fax to respective department to Doha MOF, Qatar *Diplomatic (Hakika) mail arrangement including letter and send to airport.

* Notification of Ambassador/ deputy head of mission's departure and arrival to all foreign mission and international organization *Event management for Qatar national day program. *Coordination with MOF, Bangladesh for any requirements and notification 10.Letter arrangement for AFD* Airport pass arrangement for renewal *Letter prepare for Overflight Clearance Permission for Amiri flight to MOF, Bangladesh * Visa renewal and visa arrangement * Procedure for tax free import * Arrange for ID card and driving license * Letter to bank for single signing permission in absence of the Ambassador 17.Others bank Letter * Fix and maintain the appointment schedule of Ambassador with the external persons related to business and manage the appointment with Ambassador. *Maintain inter departmental coordination *Letter arrangement for Ministry of Commerce for NOC * Letter prepare for Congratulation and Condolence *Ensure proper documentation and preserve all the documents through a proper filing system. Others duty as and when required.

5) Secretary to COO (Aug 2007 to Mar 2011)

SG Logistics (Pvt.) Ltd, Agent for DB Schenker International Freight Forwarding Company of German.

Job Role: Same as above

6) Secretary to Country Director (CD) cum HR Officer (Aug 2004 to Mar 2006)

Dart Global Logistics. Freight Forwarding of Srilanka.

Job Role: Same as above. Additional assigned for HR & Admin support

7) Secretary to Country Manager (CM) (Aug 2003 to July 2004)

Iran Air, Dhaka Station.

Job Role: Same as above. Additionally assigned for weekly sales report prepare and Cabin Crew management.

8) Reservation officer (April - Dec in 2001)

Malaysia Airlines, Dhaka Station

9) Counter Representative (Jan – March in 2001)

Phuket Air, Dhaka Station

10) Sales and Service Executive (Jan 1998 – Dec 2000)

Stratel, Grameen Phone Authorized Dealer

Familiar with the Office Applications:



PERSONAL INFORMATION

Father	: Lieutenant (Rtd.) Late. M. A Sattar (Bangladesh Navy)
Mother	: Begum Jahanara Sattar
Permanent Address	: Showrav Monjl, Kamlapur Kamlapur (Gorshan), Faridpur
Date of Birth	: 27 th September, 1979
Nationality	: Bangladeshi (By Birth)
Sex	: Female
Religion	: Islam
Blood Group:	: AB+ (positive)

LANGUAGE

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

PERSONALITIES

I am unable to compromise with the quality of work or any kind of corrupt practice.
I cannot put with any kind of unethical or dishonesty.

DECLARATION

I confirm that the information I have given in this resume is complete, true and current.

REFERENCE

1. Mr. Jishu Tarafder

Chief Executive, Corporate consultant Corporate Coach (Business Management consultancy & Corporate Training) Cell: 01713 480558

2. Mr. Abu Taleb, Chief Executive Officer, STS Group (Corporate office of Apollo Hospital)

Ph: 02 881731

Shamima Jahan