

Samiha Tabassum

A sincere and hardworking individual who is up for any challenge given and eager to learn and enhance the skills for the betterment of self and the company



BRAC Aarong

Human Resource Intern

- Data Entry
- Maintain personnel staff records
- Joining of Sales Associates
- Salary set up of staff
- Make appointment letter
- CV collecting and sorting for interviews
- Information entry in software
- Make Handover lists
- Manage candidates from diverse backgrounds
- Recruitment

Education

Bachelors of Business Administration (BBA)

Independent University, Bangladesh
Major-Human Resource Management
Minor-International Business
O levels
Mastermind school
General Education Diploma
Mentors

Experience and Achievements

Volunteer, IUB Ascension 2017-Where Ideas Soar
Volunteer, IUB Ascension 2018-Where Ideas Soar
Participant, Intra IUB Business Competition
Digital Marketing, Google Digital Garage

References

Mr. Tanvir Ahmed Haroon

Lecturer

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Languages

English

Bengali/Bangla

SKILLS

- Time Management
- Presentation Skills
- Adaptability
- Communication
- Fast Learner
- Teamwork
- Leadership
- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint