

Syeda Nabila Arefin



+880 1842 172 227, +880 1847 227 212



Gentic Huq Garden Apt-3AB, House-1, Road-1
Ring Road, Shamoly, Dhaka-1207



syeda94nabila@gmail.com



www.linkedin.com/in/syeda-nabila-arefin/



Career Objective

To achieve a successful career through commitment with an opportunity to gather experience and utilize self- potential by working with people in environments of excellence.

Education



Bachelor of Business Administration (BBA) - 2018

North South University

Major: Human Resource Management & Marketing

CGPA: 3.04 (on a scale of 4.00)



Higher Secondary Certification Examination (HSC) – 2012

Dhaka City College

Group: Business Studies

GPA: 5.00 (on a scale of 5.00)



Secondary School Certification Examination (SSC) – 2010

Sher-e- Bangla Nagar Govt. Girls' High School

Group: Business Studies

GPA: 5.00 (on a scale of 5.00)

Work Experience

Takeout Ltd.

Executive, Human Resources (November 12, 2018- Continue)

- Recruit, screen, interview, hire and dismiss employees as necessary
- Hiring and training procedures for new employees
- Continually educate employees on company policies
- Applied compliance and regulations of the company following pertinent labor laws.
- Organize, maintain and update employee information
- Maintaining Salary & Attendance following disciplinary actions
- Regularly meet with employees for progress reviews and assessments discussing any problems or grievances they may have
- Attend to employee complaints and work to resolve conflicts

Shuktara Travels

Peoples, Executive (March, 2018- October, 2018)

- Established compliance and created HR policy for the organization
- Completed recruitment process for new employees as necessary
- Maintained employee information
- Plan and maintained social media contents

Mutual Trust Bank Limited

Intern, Group Human Resource (September 13, 2017 – December 12, 2017)

- Assisted on Lateral, Entry Level and Intern Recruitment process
- Managed & Assist in Reforming Entire Internal CV Bank System
- Assisted in managing Training & Development Assessment
- Edited & assisted in T/A D/A process
- Updated Internal Employee Profile System
- Maintained the daily maintenance logbooks
- Learned the application of Bangladesh Labor Law 2006

Extra / Co-Curricular Activities

❖ Computer & Engineering Club, North South University

Joint Secretary (2013- 2016)

- ✓ Leading at: Media & publication during the event Cybernauts 2016 which is a National Event

❖ North South University, Information Technology Division , Student Advising Assistant (2014)

❖ ACM ICPC, International Event by North South University Leading for Media Publications (2015)

References

Marcus Cornelius Gomes

Senior Vice President, Human Resources
Division,
Mutual Trust Bank Limited
Mobile: +880 17 1306 1707, +880 (2) 984 2429
E-mail: marcus.gomes@mutualtrustbank.com
Mailing Address: MTB Center, 26 Gulshan
Avenue, Dhaka- 1212
Relation: Mentor

Syed Javed Noor

General Manager& Head of Consumer, IDLC
Finance Limited
Mobile: +880 18 1922 0316
E-mail: noor@idlc.com
Mailing Address: Bay's Galleria (1st Floor), 57
Gulshan Avenue, Dhaka 1212
Relation: Mentor
