

Tasniya Tarannum Pushpa

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CAREER Highlights: Looking for a competitive HR role, where maximum efficiency can be achieved with my experience, skills & knowledge for achieving organization goals.

HR Personnel Associate

JTI (Japan Tobacco International)

(2018 December to 2019 May)

- Formulate & update employee database
- Prepare Employee Offer Letter & Appointment Letter
- Employee On-Boarding, document collection and verification, Email id creation
- Maintain employee personal file
- Collaborate employees with the bank for opening employee payroll account
- Formulate and develop the process and SOP of employee on-boarding, leaves, transfers, offboarding, data collection etc.
- Prepare NOC, LOI, Visa application, Salary Certificate, Employment Certificate, Promotion Letter, Increment Letter and Acceptance of Resignation Letter
- Maintain Insurance/Metlife claim database and census database
- Assist payroll department by providing relevant employee information's (New joiners, Resigned and LWP database) in monthly basis to generate salary sheet
- Prepare yearly and quarterly plan for HR personnel work
- Prepare employee offer for new joiners
- Maintain leave, transfer & absent database
- Input employee information's, create enroll ID & extract various reports from ERP

Executive, HR & Admin

Asian Motorbikes Limited (Kawasaki Bangladesh)

(2018 March to 2018 December)

- Processing employees Recruitment & Selection as per set Recruitment & Selection Policy & Procedure and ensure that a fair recruitment is followed
- Processing company's payroll every pay period
- Maintaining payroll processing system and records by gathering, calculating, and inputting data
- Maintaining employee personal file
- Arranging travel accommodations and processing expense forms
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees.
- Maintaining employee onboarding & separation process of Asian Motorbikes Limited
- Schedule and conduct employee orientations
- Answering employees' queries about HR-related issues
- Write contracts for promotions, transfers, and new hires in collaboration with department management
- Developing strategy to establish appropriate HR processes and practices in the organization as per management's directives to meet the needs of the growing organization, if required
- Maintaining petty cash

- Liaison with external partners, like insurance vendors, and ensure legal compliance
- Managing office supplies stock and placing orders
- Schedule in-house and external events

New Associate, HR Operations

Accenture Bangladesh

(2016 May to 2017 December)

- Employee Onboarding of Accenture Bangladesh
- Employee Separation of Accenture Bangladesh
- Employee life cycle management
- Managing and Recording Employee Personnel file including scanning, renaming and uploading to the tool
- Preparing Employee Credence and Provide to employee maintaining SLA
- Processing & providing LOI, release & experience letter and acceptance of resignation
- Act as single point of contact within and outside team or project to ensure connection and integration of team members and ensure timely response to requests
- Managing HR Operation functions time to time and Bangladesh POC of global HR for HR operations and process compliance.
- Supporting Recruitment process with new joiners on-boarding and documentation
- Supporting execution of HR events by ensuring on time logistics arrangement

Special Projects

- Separated 535 employees in 2.5 months
- Assisting company dissolution
- HR work handover within 2.5 months to the group HR
- Payroll disbursement input for 535 employees in 2.5 months
- Prepare and handover REL (Release & Experience Letter) for 535 employees in 5 days

ACADEMIC BACKGROUND:

2015-2017 Masters of Business Administration (MBA)
North South University | Human Resource Management

2010-2014 Bachelor of Business Administration (BBA)
East West University | Accounting

COMPUTER SKILLS: Microsoft Office 2013 (Advanced - MS Excel, Advanced – MS PowerPoint) | Microsoft SharePoint Platform 2013 | CRM

REFERENCES:

- **Rofiqul Islam**, Director, Econou Consultants OÜ, Mobile: 01754481464, Email: r.rofiqul@gmail.com
- **Firoz Azam Siddiquey**, HR Business Partner Sr. Manager, Accenture Australia, Mobile: 01730070707, Email: firoz.siddiquey@accenture.com