

CURRICULAM VITAE

OF

Salina Akter Surovi

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CAREER OBJECTIVE:

To achieve successful career through dedication, commitment and hard work with an opportunity to work with people in an environment of excellence.

KEY SKILLS:

- Proven ability to work effectively under pressure.
- Ambitious and self motivated person and flexible with the ability to acclimatize to changing environments.
- Capable to work with multicultural people.
- Able to work under stress and strict deadline.

E M P L O Y M E N T H I S T O R Y :

1. **Senior HR Executive (Talent Acquisition & Recruitment) (February 1, 2020 – Continuing)**

B-cause Bangladesh, Ltd.

NI Tower, Banani 10, Dhaka, Bangladesh

Responsibilities:

- Achieves staffing objectives by recruiting and evaluating job candidates, advising managers and managing relocations and intern program.
- Establishes recruiting requirements by studying organization plans and objectives and meeting with managers to discuss needs at home & head office at Japan.
- Determines applicants requirements by studying job description and job qualifications.
- Attract applicants by placing job advertisements, contacting recruiters & using newsgroups & job site.
- Design job descriptions and interview questions that reflect each position's requirements.
- Determines applicant qualifications by interviewing applicants, analysing responses, verifying references, and comparing qualifications to job requirements.
- Arranges management interviews by coordinating schedules with the top management.
- Communicate regularly with HR Department to get a clear view of company's hiring needs and goals.
- Improves organization attractiveness by recommending new policies and practices, monitoring job offers and compensation practices.
- Generating and submitting necessary HR reports and suggest ideas to improve talent acquisition activities.

2. **Senior Associate , HR and Admin (April 1,2018 - January 31, 2020)**

ASL Systems Limited

House- 1 &3, Level -3, Road - 21/C, Nikunja-2, Khilkhet, Dhaka-1229

Responsibilities:

- Organize and maintain personal records.
- Arrange and manage recruitment procedures and select right candidate for the position.
- Update internal databases, like- employment contracts and new hire guides

- Revise company policies with the direction of HR and admin director.
 - Liaise with external partners, like insurance vendors and ensure legal compliance.
 - Answer employee queries about HR-related issues.
 - Assist payroll department by providing relevant employee information (e.g. leaves of absences, sick days and work schedules)
 - Manage all personal documents of Management.
3. **Office Executive Admin & HR (November 1, 2017- March 31,2018)**
Drexel International School
House#5, Block-E, main road, Banasree, Dhaka
Responsibilities:
Follow up all the administrative works. Checking all CV from email and hard copy, helping directors for recruitment procedures, preparing necessary papers and files work for all recruitment procedure, helping accountant to prepare salary sheets for all the employees.
4. **Apprentice (November 21, 2015- March 15,2017)**
Grameenphone
Gp House, Bashundhara, Dhaka.
Responsibilities: Customer service, mentorship program, preparation of salary sheets of team members.

Training Summary:

- | | | |
|----|----------------|--|
| 1. | Training Title | : Business Communication Skill 2 |
| | Institute | : British Council |
| | Location | : 754-B, Dhanmindi 15, Dhaka-1209 |
| | Duration | : 2 Months |
| | Year | : 2013 |
| 2. | Training Title | : Bangladesh Labour Act 2006 with 2018 Amendment |
| | Institute | : Advocatebd Associates |
| | Location | : Uttara |
| | Duration | : 1Day |
| | Year | : 2019 |

EDUCATIONAL QUALIFICATION:

MBA (Masters)	Year of passing	: 2017
	Result	: 3.09 Out of 4
	Subject	: Finance and Banking
	Duration of Course	: 1 year
	Institution	: Govt. Titumir College
	University	: Dhaka University
BBA (Honours)	Year of passing	: 2015
	Result	: 3.39 Out of 4
	Subject	: Finance and Banking
	Duration of Course:	4 years
	Institution	: Dhaka City College
	University	: National University
H.S.C.	Year of passing	: 2009
	Result	: 4.6 Out of 5
	Group	: Commerce
	Institution	: Shiddheshwari Girls' College
	Board	: Dhaka

S.S.C. Year of passing : 2007
Result : 4.31 Out of 5
Group : Commerce
Institution : Ispahani Girls' School and College
Board : Dhaka

Computer Skills:

Operating Systems: Windows XP/2007 Professional Computer office course- MS Word, Excel, access, Power point, Data Entry etc.

Internet: Able to operate the common internet which includes
E-mail, Web Browsing, Data attaching, Web Searching & Social Media etc.

Language Proficiency:

English (Business level), Bengali (Fluent) and Hindi (Communication level)

Personal Details:

Name : Salina Akter Surovi
Father's Name : Abul Abbas Mamun
Mother's Name : Nilufa Akter
Nationality : Bangladeshi
Date of Birth : August 7, 1992
Marital Status : Married
Religion : Islam
Blood Group : O+
Present Address : Cha 35/4, Hazi Hakim Munshi Road, North Badda, Dhaka 1212

References:

Kazi Razia Razni
Team Leader
Grameenphone
GP House, Boshundhara, Dhaka
Cell: 01711505139

Md. Masudur Rahman
Manager
Bengal Samagree Ltd. (Bengal Foundation)
Bengal Centre, Plot -2, Civil Aviation,
New Airport Road, Dhaka- 1219.
Cell: 01711504538

Certification:

I, the undersigned, hereby certify that to the best of my knowledge and believe this CV correctly describes my qualifications and me. Any wilful misstatement described herein may lead to my disqualification or dismissal.

Salina Akter Surovi

Date:.....