

Sharmin Israil

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Human Resources Professional seeking new opportunities

Human resource management professional seeks opportunities where experience in recruiting, internal program development and management, expatriate management, employee relations, responsible for developing and maintaining organizational strategies.

Professional Experience

Monstar Lab Bangladesh (Japan based IT Startup)

SR. HR Officer (Aug 2018 to June 2019)

HR Officer (2017 to 2018)

HR Executive (2015 to 2017)

- Screening, shortlisting and recruiting the best candidate.
- Conducting interviews and maintaining CV bank, advertisements in different channels, campus recruitment and job fairs.
- Ensure background investigation, reference check and other formalities.
- Managing and maintaining employee personal data and other documents.
- Employee on boarding, introductory assistance and exit interview management.
- Maintaining and keeping records of attendance of employee(s).
- Fraud and grievance management at office.
- Maintaining liaisons' with corporate clients and vendors.
- Coordinating with managers in training need assessment for employee(s).
- Assisting expat & local employee(s) on their work permit, visa issues or in documentation work.
- Issuing NOC, invitation letter and other paper work for employee(s).
- Travel management of expat and local employee(s).
- Employee monthly fund management, leave counts and salary adjustments.
- Planning and organizing events like Anniversary of company, Annual office trip, Pohela Boishakh celebration, Welcoming and Farewell parties.
- Publishing Newsletter of the company.
- Provided resolution to complex and confidential issues by transparent communication & prompt action.
- Coordinated activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs.
- Extensive work with managers on achieving compliance with company policies and recommendations.

Computer Jagat (Local IT Magazine Company)

Coordinator (January 2015 to July 2015)

- Maintaining and keeping records of data from various sources.

Standard Chartered Bangladesh (Banking and financial services company)

Department: Security Bond, Intern (May 2014 to August 2014)

- Maintaining Database, Bond Encashment, Interest Payment & Helped in bond issuances
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Academic Qualification

Master of Business Administration (MBA) • Faculty of Business Studies, University of Dhaka

• Major: Management Information System • CGPA: 3.66 out of 4.00

Professional Qualifications Human Resource Management Competencies (HRMC), Institute of Business Administration (IBA)

Interpersonal Skill & Competencies • Basic use of computer Microsoft Word, Excel, and PowerPoint • logical and Flexible in work • Remarkable analytical • Innovative in assessing the qualities of people • Efficient in communicating well in written and verbal both the ability to motivate people

Interests

Music • Social Welfare Activist • Surfing social media • Cooking