

# Ishrat Khan

House: 177, Road:2, Avenue: 1, Mirpur DOHS. Dhaka: 1216.

Phone: +880 1686285579

Email: [ishratkhannitu@gmail.com](mailto:ishratkhannitu@gmail.com)

LinkedIn: <https://www.linkedin.com/in/ishrat-khan-a8747a138/>

Date of Birth: 1<sup>st</sup> January 1995.



## Summary

I am an HR professional with 3+ years' experience in recruitment, learning and development, organizational development, data reporting and operational activities. I am very optimistic and an agile learner. Currently, I am working in British Council as HR Officer and contributing in the core HR operations as well learning and development activities.

## Work Experience

### **British Council**

Designation: HR Officer

Duration: 2<sup>nd</sup> January 2019- Continuing

#### Responsibilities:

- ❖ Plan, support and coordinate end to end recruitment process- recruitment approval, working with hiring manager, job posting, communication with candidates, interview management and selection, documentation, pre-employment verification, employee onboarding and induction.
- ❖ Responsible for managing employee exit process including preparation of letters for exit employees and keeping track till the final settlement.
- ❖ Manage personnel files ensuring proper documentation and record keeping
- ❖ Responsible for end to end coordination of training programs for employees including communication, logistics management, training evaluation and reporting. Also responsible for managing the country Individual Career and Development Scheme.
- ❖ Regularly update organogram, employee databases and dashboards incorporating different HR metrics as well as monthly reports for salary changes and adjustments.
- ❖ Prepare all types of employment contracts and HR letters.
- ❖ Coordinated employee appeal and grievance issue.
- ❖ Responsible for keeping track of costs of employee medical scheme and managing bill settlement process with vendors
- ❖ Manage HR operational activities as per organization policy including - employee leave records, conflict of interest records, gift register, bill settlement process (creating Purchase Requisition and Good Received process in SAP), employees police verification.
- ❖ Support in implementing employees' performance management system and review for every quarter for reporting.
- ❖ Manage employee engagement agenda – all staff meetings, birthday celebrations, welcoming new joiners and employee recognition scheme.
- ❖ Support any organizational change activities and HR audits

### **Omera Petroleum Limited**

Designation: HR Officer

Duration: 3<sup>rd</sup> May 2018- 27<sup>th</sup> December, 2018

#### Responsibilities:

- ❖ Responsible for managing entire recruitment process - Requisition approval, Job posting, CV Collecting and sorting, Interview arrangement and coordinating, selection of the employee, Reference check, Negotiation and providing offer letter.
- ❖ Communicate with Head Hunting Agencies, Managing companies' CV bank.
- ❖ Updating recruitment status and follow up with other departments.
- ❖ Preparing induction program for new employees, completing all new employees joining formalities and onboarding.
- ❖ Updating master database for new employees.
- ❖ Assist in work force planning.
- ❖ Preparing HR letters: NOC, Business invitation letter, Experience letter, Confirmation letter, Extension letter, Promotion letter, Transfer letter, Salary increment letter, Role change letter, Inter office memo, Release letter, Confidential letter etc.
- ❖ Preparing Holiday list for a year.
- ❖ Prepare employee personal file and verify their documents.
- ❖ Employee benefits: New born baby gift, Wedding gift, Birthday mail, Work anniversary mail.
- ❖ Check, verify and process the medical claims of employees.
- ❖ Prepare training calendar for departments.
- ❖ Assist and coordinate training programs.
- ❖ Support in ISO audit.
- ❖ Support bill documents and process it.
- ❖ Prepared employees salary certificate and pay slip of the organization.
- ❖ Update employee information before salary process.
- ❖ Assist in Employee KPI review and collect work evidence and verify it.
- ❖ Exit interview formalities: Conduct exit interview, Clearance from departments, release formalities.

### **SkillWiz™**

Designation: Project Associate

Project Name: Employee Engagement Improvement Project (E2IP)

Duration: 8<sup>th</sup> January 2018- 8<sup>th</sup> April, 2018

#### Responsibilities:

- ❖ Act as SkillWiz™ focal point as part of Employee Engagement Improvement Project (E2IP) for the client company (Cross World Group).
- ❖ Talent Sourcing and Head-hunting contract finalization with other client companies.
- ❖ Assist in organizing training sessions for SkillWiz™.
- ❖ Prepared survey on employee engagement level and conduct in depth interviews.
- ❖ Worked on employee branding for Cross World group.
- ❖ Development and finalization of draft consultancy reports/policies involving Compensation & Benefits Analysis, Manpower Planning, Succession Planning, Training & Development, and Employee Engagement level.

### **Omera Petroleum Limited**

Designation: Intern

Department: Human Resource

Duration: 25<sup>th</sup> May 2017 – 7<sup>th</sup> September, 2017

#### Responsibilities:

- ❖ Prepare Year 2017 and Year 2018 (January to July) Annual Leave Plan for Employees.
- ❖ HR Letters. Such as: NOC, Transfer, Salary Increment, Probation, Confirmation formalities.
- ❖ Responsible for Employees Personal Files Documents to update and correct the format.
- ❖ Responsible for updating HR Database.

- ❖ Recruitment Responsibilities; Assist in CV sorting, Communicate with Head Hunting Agencies, Coordinating the interview sessions, Assist in new joining employee formalities.
- ❖ Assisting in the execution of organizational development activities.
- ❖ Prepared database on Employee Birthday and Work Anniversary.
- ❖ Employee Benefits; Wedding Gifts, New born Baby Gifts, Birthday and Work Anniversary Greetings.
- ❖ Prepare Bill documents.

#### **Other experiences and trainings**

- ❖ Owner at “Fleek by Ishrat” – an online clothing business
- ❖ Attended training on “Bangladesh labor Law, Labor Rules – 2015 & Amendments – 2018” (Dhaka, February 2019)

#### **Educational Qualification**

<b>NORTH SOUTH UNIVERSITY</b>	Dhaka
Master of Business Administration (MBA)	Summer, 2018
Major: Human Resource Management	
CGPA: Enrolled	
 <b>NORTH SOUTH UNIVERSITY</b>	 Dhaka
Bachelor of Business Administration (BBA)	Summer, 2017
Major: Marketing & Human Resource Management	
CGPA: 3.20	
 <b>HOLY CROSS COLLEGE</b>	 Dhaka
Higher Secondary Certificate (HSC)	2012
Group: Science	
GPA: 5.00 on a scale of 5.00	
 <b>YWCA HIGHER SECONDARY GIRLS’ SCHOOL</b>	 Dhaka
Secondary School Certificate (SSC)	2010
Group: Science	
GPA: 5.00 on a scale of 5.00	

*References to be provided upon request*