



Fariza Tasnim Raida

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"A highly motivated individual with an aim to create an impact in the field of Management. A keen team-worker who is committed to providing quality work, loves to strategize and come up with creative ideas in solving issues and hopes to contribute to the overall success of the workplace."

EDUCATION

North South University

September 2014-August 2019

Bachelor of Business Administration

Major: Human Resource Management, Major CGPA: 3.28

Overall CGPA: 3.10

Advanced level by Edexcel, British Council

July 2012-June 2014

Equivalent GPA: 3.5

Ordinary level by Edexcel, British Council

July 2011-June 2012

Equivalent GPA: 4.8

EXPERIENCE

Practical Action

July 2019-Present

Assistant Officer- HR

An international development organization putting ingenious ideas to work so people in poverty can change their world.

- Coordinating the entire recruitment process.
- Posting job advertisements online, shortlisting CVs, communicating with the candidates through phone and email.
- Conducting verification and reference checks.
- Assisting the people and culture department in daily HR operations
- Preparing all the necessary recruitment documents starting from recruitment requisition form, role profile, Shortlisted CV Summary, Attendance sheet, Candidate's CVS, written exam papers, interview rating sheet, summary of results and lastly memorandum.
- Preparing various letters as required, i.e. Offer Letters, Contracts, No Objection Certificates, Experience letter etc.
- Maintaining leave balance and employees' personal files.
- Managing employees joining and insurance documents.
- Data entry in HRIS software and updating it time to time with new employee's data.

Grameenphone Ltd.

May 2019-July 2019

Intern (Sustainability Department of Corporate Affairs Division)

The largest mobile telecommunications operator in Bangladesh

- Learning about the company's effective social and supply chain sustainability, their compliance with Bangladesh Labor Law.
- Preparing Excel database consisting details of all the vendors of Grameenphone and verifying whether they have a designated sustainability spokesperson.
- Coordinating Annual Supplier Development Program and Career fairs.

Fine Threads

July 2017-Present

Co-Founder

An online clothing brand

- Branding and marketing the start-up business for casual wear at affordable prices.
- Designing the clothes and choosing the materials which is then tailored through a reliable garment manufacturer.
- Handling orders and communicating with customers.

Nielsen

May 2017-November 2017

Freelance Writer

A leading global information and measurement company

- Preparing Questionnaires for village adolescents regarding their eating habits
- Translating their responses from Bengali to English.

Vertical Horizon

June 2014-May 2016

Junior Course Instructor

A renowned coaching center for English medium students

- Taught Economics and Commerce to students of class 8 and class 9
- Conducted lectures in accordance to the O-level curriculum.
- Checked mock exam scripts and prepared lesson plans for Syed Mohammad Fahim (Senior Business Studies Teacher)

KEY SKILLS & PROFICIENCIES

- Fluent in speaking and writing in English, native Bengali speaker. Conversant in Hindi, Urdu and Chinese. Strong hold over writing Chinese Pinyin (official romanization system for standard Chinese)
- Team Player and open to step out of the comfort zone.
- Sound knowledge about Microsoft office suite

ACHIEVEMENTS

Organizing panel member

2017

North South University Shangkritik Shangathan (NSUSS)
NSUSS is a cultural club.

1st Runner-up

2017

Rhythm

Intra-university singing competition organized by NSUSS held in North South University.

1st Runner-up

2014

Mother Dolores Basketball Tournament

Inter-school basketball tournament held in Green Herald School Basketball Court.

REFERENCES

Tamim Ahmed

Lead Manager (Sustainability)

Email address: tamim_ahmed@grameenphone.com

Corporate Affairs Division

Grameenphone Ltd.

Contact no: +8801711081277

Shafquat Rafiul Alam

Lecturer

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