

JESY HALDER MOU

Address: 614 (Flat B-6) Boro Maghbazar, Dhaka-1217.

Mobile No 1: 01729743740

Mobile No 2: 01717105453

e-mail : jesymou@gmail.com

https://www.linkedin.com/in/jesy-halder-mou-4a411291/



Career Objective:

Build up my career in a challenging and rewarding position at a winning organization where creativity, sincerity, skill, performance and honesty are the criteria for one's appraisal and recognition.

Employment History:

Total Year of Experience : 1.4 Year(s)

1. Coordinator (November 15, 2018 - Continuing)

LG-Butterfly Group

Company Location: Dhaka

Department: HR & COO Office

Duties/Responsibilities:

1. Coordinate inter departmental issues and maintain liaison with stakeholders.
2. Prepare and organize report and presentation of departmental updates on weekly basis.
3. Organizing meeting and preparing agendas, minutes and follow up the meeting feedback.
4. Composing letters and correspondence in a professional and accurate manner/report compiling & give feedback to COO.
5. Planning & scheduling required appointments.
6. Coordinate all local & overseas travel related issues of COO.
7. Any other duties assigned by COO to time.

Optional work:

- A. Work with HR Operations, employee benefits and group health insurance of Butterfly limited.
- B. Coordinate recruitment & Selection Process with HR team and 3rd party HR consultant.

2. HR Executive (January 16, 2017 - June 30, 2018)

Define Tech Limited

Company Location: 185, Bir Uttam CR Datta Road, Hatirpool, Dhaka-1205, Bangladesh.

Department: Admin & HR

Duties/Responsibilities:

1. Assist the HR manager in planning of Organizational recruitment.
2. Take the interview of the recruiters.

3. Make the joining documents of recruiters.
4. Convey the Policies and rules to the employees.
5. Maintain the records of employees.
6. Track the daily attendance of the employees.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration	Human Resource Management	Stamford University Bangladesh	CGPA:3.46 out of 4	2016	1.5	Post-Graduation
Bachelor of Business Studies	Management	National University	Second Class, Marks :55%	2015	4	Graduation
HSC	Humanities	Sheikh Fazilatunnessa Mohila College, Gopalganj	CGPA:3.5 out of 5	2008	2	Academic
SSC	Humanities	Binapani Govt. Girls High School, Gopalganj	CGPA:3.5 out of 5	2005	-	Academic

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Her Future – Intergenerational Approaches to Bold and Transformative Leadership	Her Future – Intergenerational Approaches to Bold and Transformative Leadership	World YWCA, Age Esteem, Australian AID	Myanmar	Yangon	2014	2-8 June, 2014
“Her Future – The Future Young Women Want”	“Her Future – The Future Young Women Want”	Asia and Pacific Advocacy, Monitoring and Evaluation	Thailand	Bangkok, Thailand	2013	23-28 May, 2013
Mobilizing Young Women’s Leadership and Advocacy in Asia	I am a young woman I am a leader	World YWCA, Australian AID	Nepal	Kathmundu, Nepal	2012	27 April- 6 May, 2012
TOT on Prevention of Domestic Violence	Move without Violence	YWCA of Bangladesh	Bangladesh	Bangladesh YWCA Bhaban	2012	8-10 June, 2012

International Leadership Training in Youth and Peace Building	International Leadership Training in Youth and Peace Building	KFUK-KFUM, YGlobal	Norway	Norway	2009	19-23 June, 2009
Women Leadership Orientation	Women Leadership Orientation	USAID Bangladesh & The Asia Foundation	Bangladesh	YWCA Khulna	2008	30-31, January, 2008

Professional Qualification:

Certification	Institute	Location	From	To
Internship	SQUARE Pharmaceuticals Ltd.	Square Center.48, Mohakhali C.A. Dhaka-1212	August 28, 2016	November 28, 2016

Career and Application Information:

Looking For	: Mid-Level Job
Available For	: Full Time
Present Salary	: Provide if needed.
Expected Salary	: Negotiable
Preferred Job Category	: General Management/Admin, HR/Org. Development
Preferred District	: Dhaka
Preferred Organization Types	: Banks, Telecommunication, Manufacturing (FMCG), Training Institutes, NGO, Multinational Companies, Embassies/Foreign Consulate, Airline, Immigration/Visa Processing

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Training • Job Analysis & Manpower Planning

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details :

Father's Name : DAVID HALDER KAMAL
Mother's Name : MANNAMONI HALDER
Date of Birth : December 4, 1990
Gender : Female
Nationality : Bangladeshi
National Id No. : 4630211722
Religion : CHRISTIAN
Permanent Address : 343, FIRE SERVICE ROAD, BEDGRAM, GOPALGONJ SADAR
Current Location : Dhaka

Reference (s):**Reference: 01**

Name : Dr. Md. Golam Faruque, PhD
Organization : SREDA, Power Division
Designation : Director (Administration)
Address : Biddyt Bhaban (10th Floor), 1, Abdul
Gani Road, Dhaka-1000
Phone (Off.) : 02-9554771
Phone (Res.) : 02-9668774
Mobile : 01715126819
E-Mail : gfaruque2000@gmail.com
Relation : Academic

Reference: 02

Barnobus Sagar Halder
SQUARE Pharmaceuticals Ltd.
Senior Manager, HRD
Square Centre 48, Mohakhali C/A, Bir Uttam
AK Khandakar Rd, Dhaka 1212, Bangladesh.

+8801713333220
sagar@squaregroup.com
Professional

I, the undersigned certify to the best of my knowledge and belief that the mentioned datum are Correct which describes my qualification, my experience and me.

Jesy Halder Mou