

RESUME Of SONYA AKTHER

Address: 105/kha/1, West Agargaon, Sher-e-Bangla Nagar, Dhaka
Mobile No 1: 01790409599
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Career Objectives:

I will be able to seek an opportunity to broaden my existing skills and to develop my potential to achieve corporate goal. An exciting and creative position in an organization where there is opportunity to work with people to build a better career.

Career Summary:

Having working experience in reputed organizations. Extremely service oriented with a unique combination of inter personal skill, strategic thinking ability and result oriented. Having and can do attitude and a dynamic approach to problem solving with the ability to think and take decisions in a timely and effective manner with a good leadership quality.

Employment History:

Total Year of experience:
2.8Years

1. Position: Senior Executive, HR

Company: Enam Medical College & Hospital



Duration: May, 2018– Till now

- Preparing or updating employment records related to hiring, promoting, and terminating.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Ensuring new hire paperwork is completed and processed.
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations.
- Processing all personnel action forms and ensuring proper approval.

- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.
- Work experience in SJ hospital, HMS software.

Professional Expertise:

- Expertise in people management & process development.
- Good presentation/Communication skills.
- Planning & organizing ability.
- Effective decision making & problem solving capacity.
- Outstanding flexibility & adaptability with changes.
- Expertise in strategies development for different work channels.
- Proven ability to increase revenue & growth for the company.
- Adept at leading and training field forces & teams

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass Year	Duration
Masters of Business Administration (MBA)	Accounting	National University	CGPA: 3.31 out of 4	2018	4
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA: 3.20 out of 4	2017	4
HSC	Business Studies	Jahangirnagar University School & College	CGPA: 4.80 out of 5	2011	-
SSC	Business Studies	BPATC School & College	CGPA: 4.50 out of 5	2009	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Literacy	Office Application	New Sun Institute of IT	Bangladesh	Savar, Dhaka	2017	6 months

Professional Qualification:

Certification	Institute	Location	From	To
CMA(Business level running)	The institute of cost & management accountants of Bangladesh	Dhaka	July 1, 2017	June 30, 2027

Language Proficiency:

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

Field of Specialization:

- HRIS/ HR Database Management
- HROperations
- HR & Training
- HROperations
- Payroll Processing
- Recruitment & Selection
- People Management skill

Personal Details:

Father's name : Abul Kalam
Mother's name : Shahnaz Akter
Date of birth : 27-03-1994
Gender : Female
Marital Status : Married
Nationality : Bangladeshi (By birth)
Religion : Islam
Permanent Address : 105/Kha/1, west Agargaon, Sher-E-Bangla Nagar.
Dhaka-1207
Current Location : Dhaka

References:

Reference-1

Name : S.MMostafizur Rahman
Organization : **Savar College, Savar,Dhaka**
Department : Accounting
Designation : Assistant Professor
Mobile : 01711582856
Relation : Academic

Reference-1

Name : Mohammad Badrul Alam Chowdhury
Organization : **Minister Hi-Tech Park Limited**
Department : Corporate Sales
Designation : Assistant Director
Mobile : +8801971300735
Relation : Professional

DECLARATION OF THE AUTHORITY

I hereby certify that the above information provided in this resume is correct. I am aware of the fact that false information can lead to immediate action or dismissal.



Sonya Akther