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Noore Hafsa

A career of progressive learning in various fields of human resources where there is scope of practicing value added strategies through intrinsic ideas to stand out of the crowd as an outstanding HR Professional.

Areas of Expertise include:

HR Operation
Employee Engagement

Planning & Staffing

Monitoring & Control

Professional Experience

June 2018 – Till Now

HR Executive | Asiatc Mindshare Limited (GroupM)

Planning & Staffing

- Understand Business needs and ensure right talent at right place through supporting and executing workforce HC planning, recruiting, selecting and on-boarding programs
- Prepare and publish job advertise in newspaper and job portal on time and communicate with the candidates for Assessment Centre (based on role specific competency)/written test/interview schedule
- Update and maintain recruitment tracker
- Update and circulate Job Description of existing employees as well as new joiner

Monitoring & Control Management

- Provide various report eg. quarterly attrition analysis, quarterly recruitment status VS planned hiring, budgeted HC and monthly Headcount report etc. to the cross division as per requirements
- Closely work with different department for their HC requirements
- Ensure adherence to relevant HR Policies, Procedures and SOP's and communicate with respective stakeholders with the help of HR Operation.

Employee Engagement

- Organizing and coordinating different programs as a team member (e.g. Family Day, Community Partnership Day, Annual Conference, Townhall, Be Healthy Week Celebration, Pahela Baishakh, Bashonto Utshob, Women's Day, Birthday Celebration, Departmental Fair etc).

- Designing and conducting training and development programs based on the needs of the organization and the individual;
- Keep training records updated as per requirements

HR Operation

- All sort of HR operational activities contains assisting and processing of various claim process (e.g. PF, Vehicle loan, personal Loan etc), employee transfer, position change, database maintenance and various documentation.
- Ensure accuracy in various HR related data for different HRIS related portals.
- Job regularization & promotion, increment and Job Confirmation process carry out;
- Maintaining personal file and employee database, issuing different letters and other documents in a systematic order
- Bank Account Opening for new employees and perform other bank related activities;
- December 2016 – November 2017
Assistant HR Officer | Dhaka Regency Hotel & Resort
 - Ensure timely recruitment that fits the job and develop pool of talents
 - Assist in Orientation and On Boarding
 - Assist in arranging Monthly Meeting
 - Handling Disciplinary action procedure
 - Arranging Training Programs for each department on Monthly basis
 - Assist HR manager for successful completion of PMS and appraisal
 - Leave and attendance management (HMS Software)
 - Ensure internship/ in-plant training of students from different universities
 - Maintain and update personal file & records concerning personnel related HRIS data
 - Employee Engagement Program
 - Conduct Exit Interviews
- April 2016 – October 2016
HR Intern | Novartis (Bangladesh) Limited (Pharmaceuticals Division)
 - Assist in preparing questions, checking papers and call short listed candidates
 - Coordinating and implementing recruitment and selection process
 - Provide support in facilitating hiring process
 - Ensure and coordinate on boarding for new joiners
 - Support and Identify to evaluate organizational needs as per plan
 - Reconciliation of Job description
 - Preparing to fill up the hard copy of termination form
 - Gone through the policy and SOP status to prepare checklist
 - Handling to fill up organization contract change form
 - Assist in to collaborate necessary updates in employee attrition
- September 2013 – December 2013
HR Intern | Square Consumer Products Ltd

Attendance Check and Report; Leave Application Entry and file; Daily Outgoing Check and File; Chalan and Requisition entry; Stock Check and Balancing; Monthly Statement Prepare; Registered Entries on HIRS Software

Educational Proficiencies

2016: MBA (Concentration in Human Resource) | **American International University-Bangladesh** | **CGPA – 3.44/4.00**

2014: BBA (Concentration in Human Resource) | **American International University- Bangladesh** | **CGPA – 3.76/4.00**

2008: HSC (Concentration in Humanities) | **Mirpur Girls Ideal Laboratory Institute** | **CGPA – 4.50/5.00**

2006: SSC (Concentration in Arts) | **Mirpur Girls Ideal Laboratory Institute** | **CGPA – 3.69/5.00**

Training Summary

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|--|---|---|---|
| Basic issues of BLA-2006, Amendment in 2013 and BLR-2015 | - Brief on Bangladesh Labor Rule 2006 and Amendment in 2013 - Applicability of BLA | Progressive Training Development & Consultants Associates (PTDCA) | That was one day training held in 2016 |
| Reporting Automation with Microsoft Excel | pivot table, slicers, mail merge, macro | BD Jobs , Dhaka, Bangladesh | That was a 2 days training held in 2019 |
| Microsoft Excel 2013 - Learner to Professional | Various Parts of the XL Window | Bdjobs; bdjobs Training, BDBL Building (Level 19) Dhaka, Bangladesh | That was 6 days training held in 2018 |
| 3rd Ward- UIU HR Summit | Emerging Trends in Strategic HRM | WARD-UIU, UIU Auditorium, Dhanmondi , Dhaka | That was one day training held in 2016 |

Achievements & Extra-Curricular Activities

EX Member of AIUB Society for HR,
EX-Member of AIUB Shomoy Club,
Former Moderator at Nielsen Bangladesh Ltd

Technical & Other Skills

Technical Skill : MS Word, MS Power Point, MS Excel, Adobe Photoshop, Adobe Illustrator
Communication Skill : Excellent oral and written skill of both Bangla and English, capable to influence others; communicate with others effectively.

Personal Information

Father : Md Abdul Baten
Mother : Sufia Khatun
Date of Birth : October 28, 1991

References will be furnished upon request