



SHARMIN AKTER

✉ etee4sharmin@gmail.com

☎ 01624853505

📍 8/1 North Tolla,
Narayanganj

KEY SKILLS

- Honesty, self motivated and sincerity towards job
- Efficient in Microsoft office packages & Excel
- Ability to work under pressure and time limitation
- Have good command in speaking English & Bangla

SCHOLASTIC TRACT RECORD

2018(Running)

[Master of Business Administration [Major in Leadership]

University of Dhaka

2018

[Bachelor of Business Administration
[Major in HRM],
East West University

2011

Business studies,
Narayanganj
College

2009

Business studies,
Morgan Girls High
School

PERSONAL SUMMARY

To strive for excellence and obtain a position of responsibilities that will enhance my knowledge and career. This sector is a place where I can utilize and apply my knowledge and skill and also experience which would enable me while fulfilling organizational goals.

PROFESSIONAL EXPERIENCE

Executive (HR Corporate)

Fakir Apparels Ltd. [15th March,2018 to continuing]

BSCIC Industrial Area, Shashongaon, Fatullah, Narayanganj-1400

Key Responsibilities

- Responsible for maintaining and updating personal files of the respective areas as per standard
- Maintaining Recruitment & Selection process as per Recruitment & Selection policy and procedure
- Maintaining Payroll of the employees (Payroll Administration)
- Maintaining day to day general administration which includes daily attendance, leave, safety, legal affairs
- Preparing the holiday work approval sheet and also salary sheet and staff's Tiffin bill sheet
- Prepare separation bill by final settlement
- Providing general administrative support
- Ensure transfer, increment, promotion, separation, and confirmation related work
- Input & update employee personal information on ERP
- Maintain internship or training program
- Prepare and issue Company's NOC Letter
- Execute and finalize yearly performance appraisal and analyse the employees performance
- Develop & execute survey system of satisfaction level of employees
- Co-ordinate or work with Foreign Consultant team
- Involve with all HR services
- Perform many other task as assigned by the Company's management team

Extra-Curricular Activities & Achievements

- Attended in a **MS Excel Program** arranged by EWUBC
- Attended in an **Industrial Tour** at ACME organized by EWUIFC
- Participated in **'IPDC Presents Optimity-an Inter University Competition'**
- Participated in **'SKS Presents Corporiddlerz 2017'** a business strategy competition
- Participated in **'Debate Workshop and CV Writing workshop'** at EWU

MEMBERSHIPS

- Agro Industrialization Club at EWU
- Business Club at EWU
- Youth Engagement Club

Training Summary:

- HR Accounting

REFERENCES

Pro. Dr. Shibli Rubayatul Islam

Dean, Faculty of Business Studies
University of Dhaka
Contact No: 01913654980
E-mail: shibli@du.ac.bd

Jahangir Alom Siddique

Manager-HR & Admin
Fakir Apparels Ltd.
Contact No: 01844050023
Email: Jahangir.siddique@fakirapparels.com

CERTIFICATION

I do hereby declare and certify that all information stated above is true and complete to the best of my knowledge