

## Curriculum Vitae

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**Name:** Andleeb Siddiqui Amy  
**Address:** Zakir Hossain Road, Mohammadpur, Dhaka- 1207.  
**Mobile:** 017-86280263  
**E-mail:** andleebssiddiqui914@gmail.com  
**Sex:** Female | **Date of birth:** January 1, 1994 | **Nationality:** Bangladeshi

**PROFILE** A result-oriented, articulated and reliable individual with an impeccable work ethic. A self motivated person with strong communication skills who adapts quickly to changing environment.

## WORK EXPERIENCE

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- May 2019- Feb 2020 **Junior Executive- Human Resource Department**  
Kazi IT Center Limited
- Screen resumes and job applications
  - Conduct initial phone screens to create shortlists of qualified candidates
  - Act as a point of contact and build influential candidate relationships during the selection process
  - Host and participate in job fairs
  - Follow up with candidates throughout the hiring process
  - Maintain a database of potential candidates for future job openings
- Jan 2018-Apr 2018 **Internship in Human Resource Management**  
Kazi Farms Limited, Dhaka (Bangladesh)
- Prepared assessment forms for prospective candidates attending the interview.
  - Created and maintained a database of candidates internally for the Company.
  - Conducted interviews with candidates including verbal and written tests.
  - Monitored paperwork for new and existing employees to ensure that documents are in compliance with Company policy.
- Jan 2013- Jun 2017 **Senior IELTS instructor**  
Dominators, Dhaka (Bangladesh)
- Entrusted to teach all four sections of IELTS examination (speaking, reading, writing and listening).
- Jan 2011-July 2012 **IELTS instructor**  
St. John's International School, Dhaka (Bangladesh)
- Assisted candidates through instructions to improve English language skills focusing mainly on speaking skills.

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### EDUCATION

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- Oct 2012-Apr 2018 **Bachelor of Business Administration**  
Specialization: Human Resource Management  
United International University (UIU), Dhaka (Bangladesh)  
**CGPA 3.96 out of 4. *Summa Cum Laude*** awarded.
- Sep 2015-Jun 2016 **Bachelor of Business Administration**  
Specialization: Human Resource Management  
Corvinus University of Budapest, Budapest (Hungary)
- Jan 1995-Jan 2011 **Play group to A-Levels**  
Maple Leaf International School, Dhanmondi, Dhaka (Bangladesh)

### SCHOLARSHIPS

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- Oct 2012-Apr 2018 **Academic Excellence Scholarship**  
United International University (UIU), Dhaka (Bangladesh)
  - Awarded full academic scholarship by UIU for achieving outstanding CGPA in every semester.
- Sep 2015-Jun 2016 **Erasmus Mundus Academic Scholarship (CLink program)**  
Corvinus University of Budapest, Budapest (Hungary)
  - Awarded to students for achieving outstanding results in undergraduate study terms. The scholarship included one year of tuition fees, living expense and personal allowance paid by the Erasmus Mundus program to pursue two exchange semesters in Corvinus University of Budapest, Budapest, Hungary.
- Feb 2009-Jan 2011 **Academic Excellence Scholarship**  
Maple Leaf International School, Dhanmondi, Dhaka (Bangladesh)
  - Awarded full academic scholarship to students for achieving exceptional results in GCE O-Levels.

### SKILLS

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- Language Skills** Proficient in Bengali, English and Hindi.
- Technical Skills** Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe Photoshop.
- Other Affiliations**
  - Participant: UIU Cultural Club, Dhaka (Bangladesh).
  - Member: Green Club and Social Service Club, Maple Leaf International School, Dhaka (Bangladesh).
- Interest** Photography, Bag packing (countries visited: Slovenia, Czech Republic, Netherlands, France, Greece, Italy, Vatican City and Hungary).

## Curriculum Vitae

### REFERENCES

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Name: Ahmed Adeeb Huda

Designation: Manager (HR), Head of HR Department, Kazi IT Center LTD

Email: [adeeb@kaziitcenter.com](mailto:adeeb@kaziitcenter.com); Phone: +8801670301269

Name: Shayla Binta Sayeed

Designation: Assistant Professor, Dept of Business Administration

(Currently: University of Asia Pacific)

(Previously: United International University)

Email: [shayla@uap-bd.edu](mailto:shayla@uap-bd.edu); Phone: +8801711904381