



NAJIAT ISLAM

Adabor, Mohammadpur, Dhaka.

najiatislam25@gmail.com

+8801312-170217

TECHNICAL SKILLS

Microsoft Word



Microsoft PowerPoint



Microsoft Excel



Microsoft Outlook



Microsoft Visio



SPSS



LANGUAGE

English

[full professional proficiency]

Bengali

[full professional proficiency]

SOCIAL SITE

LinkedIn

www.linkedin.com/in/najiat-islam-8234b2137

Facebook

www.facebook.com/najiat.islam

REFERENCE

Md. Jahangir Alam

Assistant Vice President
Human Resources Division
Padma Bank Limited
59-61 Lotus Kamal Tower 2
Gulshan 1, Dhaka 1212
Mobile: +8801933-204470
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Syed Naimul Hassan

National Sales Manager
Ziska Pharmaceuticals Limited
Sahara Center, 37/A, Kakrail
Dhaka - 1000
Mobile: +8801937-999245
Email: naimul@ziskapharma.com

PROFESSIONAL SUMMARY

A hard-working and committed individual who is able to work well as part of a team as well as under own initiative. Have excellent communication skills and is able to liaise with colleagues and customers in a professional manner. Trustworthy, reliable and capable to follow instructions to maintain a high work output with great accuracy and efficiency. Always smartly presented, easy to get on with and have excellent timekeeping skills.

WORK EXPERIENCE

Executive - HRD

Concord Group of Companies

[May, 2019 - Present]

Recruitment & Selection

- Collecting Manpower Requisition Form and designing requisition plan accordingly.
- Identifying job requirements and formulating role profile.
- Designing materials for job posting on online job portals and social networking platforms.
- Initial CV sorting and screening suitable candidates.
- Scheduling, communicating and coordinating interviews.

Organization Development

- Developing Standard Operating Procedure (SOP) for the prevention of Coronavirus outbreak and update regularly.
- Developing the organizational chart for 28 distinctive functional units for manpower planning and updating regularly.
- Initiating, organizing, and coordinating Knowledge Sharing Sessions on a regular basis.
- Associating Future Leadership Development Program.

Training and Development

- Provided Training on "Safe You and Safe Others from COVID-19".
- Provided Training on "Creating Organizational Chart with Microsoft Visio".
- Provided Training on "Google Slide: Design and Development".
- Provided Training on "Business Communication: Written (Email) and Verbal (Speaking & Conversation Skills)".
- Provided Training on "Building Resilience in Tough Times".
- Provided training on "Achieving Best in Life, Work, and Relationship".

Employee Engagement

- Developing Employee Engagement Framework on a yearly basis.
- Develop content for Internal and External branding and maintain regularly.
- Initiate and coordinate Engagement Events (like Best Performer Award, Birthday Celebration, Farewell, New Year's Eve and so on)

Additional Responsibilities

- Prepare and maintain annual HR Budget.
- Periodical Time Motion Study.
- Formulate KPI and KPI Tracker and update on a monthly basis.
- Group Employee identification for salary allocation.
- Prepare and circulate project visit reports, office notes, and meeting minutes.

ACADEMIC BACKGROUND

- 2017 MBA Human Resource Management**
Jahangirnagar University
CGPA – 3.44 out of 4.00
- 2016 BBA Management Studies**
Jahangirnagar University
CGPA – 3.52 out of 4.00
- 2012 HSC Business Studies**
Govt. Women's Collage, Barisal
GPA – 4.90 out of 5.00
- 2010 SSC Science**
Govt. Girls' High School, Barisal
GPA – 4.81 out of 5.00

CLUB AFFILIATION

Cofounder & Head of Communication
Communication
Forum of Entrepreneurship Business
2015 to 2016

Associate Member
Communication
Business Research Club
2014 to 2015

General Member
Corporate Affairs
Jahangirnagar University Management
Club
2013 to 2014

General Member
Jahangirnagar University Career Club
2013 to 2014

PERSONAL PROFILE

Name: Najiat Islam

Present Address: 1B, 79/1, North Adabor,
Mohammadpur, Dhaka

Permanent Add.: 349/A, Ward No. 18,
B. M. School Road,
Barishal 8200

Date of Birth: 25th July, 1995

Nationality: Bangladeshi

Gender: Female

Religion: Islam

Height: 5'4"

Blood Group: O (+ve)

TRAINING

- Professional Etiquette and Communication Skills
[November, 2019]
- Team Building and Self Branding
[May, 2014]

ACTIVITIES

Event organizing

National level

- THRONE – National HR competition, 2017
- Seminar on Campus to Corporate, 2017
- Project How [PowerPoint Workshop], 2015
- Art and Practice of Leadership [Workshop] 2015

University level

- Co-ordinator, 4th Management Week, 2017
- BizQ [Quiz Competition], 2015
- Organizer, 3rd Management Week, 2015
- Workshop on Mobile Banking, 2015
- Inauguration of Research Mirror, 2015
- Virtual Session with Sarwar Ahmed, 2015

Hosting and endorsing

National level

- THRONE – National HR competition, 2017
- Workshop on Case Study, 2017

University level

- BizQ [Quiz Competition], 2015
- Orientation and Farewell, 2015 & 2014

Participation

- Career Raging [Seminar], 2016
- National Job Camp, 2014
- Social Business Youth Summit, 2014
- ARChub#1 [Team Building and Branding], 2014

Sports

- Champion [Intra Department Women Cricket Tournament], 2017 & 2018.
- Champion - High-jump [Intra School Sports Competition], 2006

Volunteer

- 2nd Management Week, 2013
- Save Nafisa Campaign for THANKS, 2011

DECLARATION

I hereby state that the above written particulars are true to the best of my knowledge and belief.

Najiat Islam

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