

Shafika Farzana Rumpi

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Career Summary

PGDHRM (BIM), M.B.A & B.B.A (EWU), Major in Human Resource Management, 5+ years of experience in human resource management. Recently I am working as an Executive in Mobicare Technologies Limited. Prior to that I worked as Executive HR at Western Engineering Pvt. Ltd

Special Qualification:

Independent, hard worker & creative for my education, job experience & personal qualities. I have an adaptable personality have the capability to cope up with any situation as well as i am a quick learner & multi-tasker.

Professtional Qualification

PGDHRM (2016)

3.33 out of 4.00

Bangladesh Institute of Management

Education

M.B.A in HRM (2015-2017)

3.03 out of 4.00

East West University

B.B.A in HRM (2010-2014)

3.23 out of 4.00

East West University

H.S.C (2007-2009)

Business Studies

4.40 out of 5.00

Dhaka Commerce College

S.S.C (2005-2007)

Business Studies

4.56 out of 5.00

Mirpur Girls Ideal Laboratory Institute

Career Objective

To work with the HR function of a renowned company which believes in HR business partnering and interventions and believes that investment in people is a means to improving business performance.

Experience

1. Executive, HR (September 2020 to till now) at Mobicare Technologies Ltd.

Responsibilites-

- Design and manage recruitment and selection process.
- Ensure proper execution of joining, orientation and induction of new employees
- Ensure performance management (EOQ)
- Responsible for managing HR operations
- Ensure job confirmation of probationary/ contractual/ trainee employee.
- Maintain leave and attendance management
- Ensure PMS is always updated
- Manage third party staffs.
- Process overtime & extra work allowance

2. Executive HR (November 2018 to August 2019) at Western Engineering Pvt. Ltd.

Responsibilites-

- Analyze manpower status and assist department heads in manpower planning.
- Prepare and regularly update job description, organogram, company policies and procedures
- Source & screen profiles through various medium like job portals, job posting, referencing, social media and maintain CV Bank.
- Ensure implementation of an effective annual performance management system.
- Maintain employee database.
- Keep record of new joiners and track probation review.
- Provide support for final settlement of staff & disciplinary action related issues.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Participate in job fair and other talent sourcing events.

Training Summary

- Human Resources, Job analysis and performance appraisal training by Bkash (2017)
- Excel Training Beginner to Advance level by EWU CC. (2016)

Seminer

The Carrier Book a soft skill development workshop by G. Sumdany Don. (2014)

Personal Information

Father's Name: M. Shafiur Rahman

Mother's Name: Nazma Rahman

Spouse Name: Mostofa Kamal

DOB: 1st October, 1992

Marital Status: Married

National Id: 912 123 0958

Religion: Islam (Sunni)

Nationality: Bangladeshi

Language Skill

Bengali: Excellent

English- Medium

Hobby

Travelling

Cooking

Reference

➤ **Ahmed Pasha**

Managing Director

Mobicare Technologies Ltd.

Mobile no : +8801713047284

Email: ahmed.pasha@mobicarebd.com

➤ **Md. Jamilur Rahman**

DGM, Foreign Trade

Meghna Group of Industries

Mobile no : +8801755544090

Email: jamilft@meghnagroup.biz

2. HR Officer (July 2016 to November 2018) at **ACADEMIA**

Responsibilities-

- Coordinate and organize recruitment selection process- Advertising, CV short listing, communicate with the candidates, arrange written and viva schedule, documentation of recruiting and selection process.
- Conduct induction process of new employees.
- Maintain salary administration, compensation and benefits, leave management and maintain employee record.
- Conduct exit interview and prepare report.
- Facilitate employee discipline issues, serving show cause notice, serving dismissal (if allegation proven).
- Maintain liaison with training institute- (British council, Edexcel, IDP).
- Participate and organize different training and meeting.
- Plan and execute the company's social media presence on facebook, own website and other blogging websites.
- Customer dealings / Service, maintain report with the potential customer.
- Registration, maintain and update all the records, files, documents of IAL & IGCSE.
- Arrange different types of events on (International Mother Language day, Pohela Boishak, Independent day, Result card day, Yearly picnic, Class party etc.).

Achievement: Awarded for excellent event management in 2016 & 2017

3. Teacher, Middle section (March 2015 to June 2016) at **ACADEMIA**

4. Data Analyst, Contractual, UNICEF Education Project (February 2015 to March 2015) at **Business Accelerate BD Ltd.**