

Shah Mohammad Ainan Jalal

Flat #2-A, 31 North Road, Dhanmondi, Dhaka - 1205.

Cell: +8801829990846

Email: ainanjalal26@gmail.com

LinkedIn: <https://www.linkedin.com/in/ainan-jalal>



Career Objectives

To secure significant role at a Business Organization that offers opportunity to learn & obtain new experience for a progressing career.

Professional Experience

Talent Centric Ltd.

Work station: **Japan Tobacco International Ltd.**

Recruitment Assistant,

March 2020 – May 2020

- Sorting CV Applications from Bdjobs & LinkedIn.
- Communicate with eligible candidates.Co-ordinate interview sessions.
- Assist to prepare ATS Excel Database.

Delta Brac Housing Finance Corporation Ltd

HR Service Associate, (contractual)

June 2019 – Feb 2020

- Prepare head count report of DSP (Direct Sales Person) for operational Manpower planning.
- Recruiting (sourcing & sorting) potential candidates for DSP (Contractual). Make contact with the eligible candidates. Also facilitate written examination of regular employees.
- Co-ordinate on-board process and off-board process at the organization.
- Maintain and update personnel files & HRIS (Oracle) records of employees. Also responsible for preserving all documents HR department. Implemented internal HR Audit in personnel files.
- Provide HR correspondence services by preparing HR oriented official letters, NOC, (Travel & Immigration) and Experience Certificates.

Ezone HRM Ltd

Casual Employee,

Jan 2019 – June 2019

- Delegated CV sorting of candidates for the position of special IT Officer & Budgeting Specialist behalf of the client "Surjer Hashi Network".
- Checked written exam script of IDLC Finance, Prime Bank & UCB Bank recruitment examination.

Ananta Group

Trainee Officer, ICT- ERP Department

July 2017 – Jan 2018

- Assist internal Audit department to archive documentation.
- Edited and analyzed technical data of inbound logistics basing buyer's requirement (style) and ensure data compliance and led correction in technical data entry.

Trainee Officer, HR Department

Jan 2017 – July 2017

- Managed HRIS following context of on-boarding, Data updating and user service instruction.
- Summarized and made daily attendance report & highest OT (over time) report of Core business units (total 8 factories with 20000 above personnel's data).
- Handled Attendance record & Leave transaction (manual & HRIS based) for head office.

Professional Qualification

Post Graduate Diploma (PGD)

26 Jan 2018 – 31 Dec 2018

Bangladesh Institute of Management (BIM)

Major: Human Resource Management| CGPA: 3.06

Academic Qualifications

Bachelor of Business Administration (BBA)

2013 - 2017

University of Liberal Arts Bangladesh.

Major: Human Resource Management| CGPA: 3.37

H.S.C (Business Studies)

2010 - 2012

Bir Shreshtha Munshi Abdur Rouf Public College, BGB, Dhaka-1205

S.S.C (Business Studies)

2008 - 2010

Bir Shreshtha Noor Mohammad Public School & college, BGB, Dhaka -1205.

Professional Development (Online Training Course)

(2020) Recruiting: Talent Acquisition & Hiring (Version 2)

3 February 2020

Learning web Site by: <https://www.udemy.com>

Taught by: Davis Jones, Eazl (Official), Ludell Jones

Training & Workshops

NLP Based Leadership and Communication

26 July 2019

Facilitated by: Career Hub Bangladesh, Trainer: Hemi Hossain

Practical HR

25 sept - 02 Oct 2016

Facilitated by: Bdjobs.com Ltd, Trainer: M. Rafiqul Islam

Arts & Practice of Leadership

6-8 June 2015

Facilitated by: Bangladesh Youth Leadership Center (BYLC).

Student Leadership Development Program (SLD)

April-June 2014

Facilitated by: Bangladesh Center for Communication Programs (BCCP).

Skills

Language Skills

✓ Proficient communication in English (proficient) & Bangla (mother tongue).

Interpersonal Skills

✓ Well Presenting and communication skills with Positive Attitude of Learning.

IT Skills

✓ Full working knowledge in with Microsoft Office applications

✓ Full working knowledge of using Kormee (HRIS) & Oracle (Customize HRIS).

Personal Profile

Date of Birth: 26th June 1995 Marital Status: Single Nationality: Bangladeshi

Extracurricular Activities

Duke of Edinburgh's "Silver" Award,

10th November 2016

Awarded by: Duke of Edinburgh's Award Foundation.

References

Jewel Ahmed

Assistant General Manager, ICT

Gweebarra Bakery Industries Ltd.

Cell: 8801708154867

Email : jewel1408@gmail.com

Dr. Mohammad Sakhawat H Bhuiyan

Assistant Professor, School of Business

University of Liberal Arts Bangladesh

Cell: (+88) 01790555777

Email : sakhawat.bhuiyan@ulab.edu.bd