



IRTIFA ZABIN

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OBJECTIVE

"Keeping my eyes on the stars, and feet on the ground"

Self-motivated professional with +4 years of HR and administrative experience in multi-national; manufacturing and consulting firms. Now, seeking a human resource position in a reputable and fast paced organization where my excellent planning and management skills will be fully utilized.

WORK EXPERIENCE

Big Fish Hunter Executive Search

Mar 2021 — May 2021

Executive Search Consultant

1. Partner with customers to get a clear view on their strategic and financial objectives and hiring needs.
2. Research into clients company, competitors and market place.
3. Map role criteria, define position description and document specifications.
4. Identifying and recruiting prospective candidates using a variety of channels.
5. Assessing candidates to ensure qualification match, cultural fit and compatibility.
6. Conducting confidential interviews and checking references.
7. Present shortlisted candidates and provide detailed profile summaries.
8. Offer guidance and facilitate the negotiation process through to its completion.
9. Follow up with clients and assist with the candidate's transition and onboarding process.
10. Trainings: Mapping; Resume Recognition.

Decathlon Sports, Bangladesh

July 2016 — Dec 2020

HR & Office In-Charge

1. Managing a team of four (POC for Decathlon Chittagong Office).
2. Serving as resource steward for HR and Finance leader. Overseeing factors such as office/ event budgets, expense forms and petty cash.
3. Recruiting and screening potential candidates.
4. Delivering friendly assistance with new hires throughout interviewing and hiring process.
5. Managed quality assurance program, including on-site evaluation; office audits and employee surveys.
6. Coordinating office activities and improving operations to secure efficiency and compliance as company policies - Continuous Improvement (CI Mindset) Office.
7. Arranging travel itineraries (incoming+outgoing) for local and foreign colleagues.
8. IT relay.
9. Trainings: Negotiation; Basic Supply Chain; Supply Methods; CI; Recruitment; Communication; Managing Suppliers; Time Management & Prioritizing and more.

**Lanka-Bangla Securities;
Motijheel Branch**

HR Intern

May 2015 — July 2015

Manning Global AG, Munich

Finance Assistant

Mar 2013 — May 2013

EDUCATION

**Bachelor of Arts: Business
Studies**

Oct 2011 — July 2014

Globe Business College Munich, Germany

Result: HND - Merit Grade

Bachelor - 2:1

Research Project: To assess the impact of non-ethical behavior on leasing real-estate by foreigners in Bangladesh.

IELTS

British Council

Overall Band - 7.0

German Language Course

Die Sprache

Level - A1

O-Level & A-Level

Chittagong Grammar School/ British Council

Subject: Science (O-level) | A,A,B,C,E,E

Business (A-level) | C,C

INTERESTS

- Playing any kind of sports (preferred: Football; Basketball; Table Tennis; Swimming)
- Fitness
- Hiking/ Trekking
- Technology
- Music
- Sustainable Development/ Continuous Improvement

**EXTRACURRICULAR
ACTS**

- Permanent member of Chittagong Club Limited.
- Diversity Programme (The American Chamber of Commerce - AmCham).
- Industrial visits to:
 - ~ Schedl Automotive System GmbH & Co. KG | Leipzig, Germany.
 - ~ The Bid | London, UK.
 - ~ Finow Automotive GmbH | Berlin, Germany.
 - ~ Audi Forum | Ingolstadt, Germany.
 - ~ Autohaus Hornung | Garmisch-Patenkirchen, Germany
 - ~ Merck Finck & Co.
 - ~ Ed Meier | Munich, Germany

REFERENCES

References available upon request.