

**Asma Banu**

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✉ [asma.banu6181@gmail.com](mailto:asma.banu6181@gmail.com)



## ***Career Objective***

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To align the goals of the organization to my personal goals so that I can be successful in providing my best possible service to the organization and take all the opportunities that the organization has to offer in building up a strong knowledge and skill base in turn a great career.

## ***Experience***

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**Total years of experience:** Full Time: 1 Year(s) 2 Months, Part-Time; 2 Year(s)

### **1 year(s) - 2019 to till now**

HR & Administration Executive (Full-Time)

#### **Shanta Holdings Limited**

*Job location* Gulshan Tejgoan Link Road

*Area of experience* : Human Resources. *Unit: Human Resources Development*

*Main duties* : Talent Acquisition  
(Recruitment &  
Selection) Career  
Events Generating  
KPI, HRIS

### **1 year(s) - 2018 to 2019**

HR & Client Service Executive (Full-Time)

#### **Skylark Soft Limited**

*Job location* : Mirpur

*Area of experience* : Human Resources. *Unit: Human Resources Development*

*Main duties* : Recruiting, T/D,  
Payroll,  
Career Events  
Generating KPI,  
HRIS  
Product Presentation,  
Deal Closing Work,

*Key achievement* : Leadership Appraisal

### **0 year(s) - Jun, 2018 to September, 2018**

Intern (Part Time)

#### **BRAC BANK Limited**

*Job location* : Head Office Anik Tower

*Area of experience* : Retail Banking. Unit: Customer Experience Division.

*Main duties* : Handling Customer Problems & Queries.  
Bangladesh Bank Complain  
Mystery Shopping Customer  
Journey Map

*Key achievement* : Best Intern Appraisal

### **1 year(s) - 2017 to 2018**

Teacher Assistant (Part-Time)

#### **North South University**

*Job location* : Bashundhara R/A

*Area of experience* : Department of Human Resources Management

*Main duties* : Checking the Exam Script  
Grades Submission  
Class Monitoring

*Key achievement* : Expertise in Excel

### **1 year(s) - 2014 to 2015**

Call Center Agent (Part-Time)

#### **Bithi Products Chemicals Industry LTD**

*Job location* : Motizheel, Dhaka

*Area of experience* : Customer Service

*Main duties* : Handling Customer Problems & Queries.

### ***Academic Qualification***

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#### **BBA in Human Resources 2018**

CGPA: 2.73

#### **North South University**

#### **SSC in Business Studies 2010**

CGPA: 4.81

#### **Shideshwari Girls High School ` Dhaka Board**

#### **HSC in Business Studies 2012**

CGPA: 4.4

#### **Motijheel Ideal College ` Dhaka Board**

### ***Training***

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#### **Customer Service (2019)**

Duration: 3 days

Communication Reward, BACCO

## *Professional Qualification*

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### **Leadership Appraisal (2018)**

Subject: Human Resources Management  
Leadership Appraisal, BSHRM

## *Computer Literacy*

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**General skills** : MS Office - Other, Email, Internet and web, Database, Word processing, Windows  
**Advanced skills** : MS Project

## *English Language Proficiency*

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**Reading-** High, **Writing-** High, **Speaking-** High, **Listening-** High

## *Extra-Curricular Activities*

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\*Participated in Bangladesh Scouts on year of 2008. \* Participated in British Council debates on year of 2010  
\*Attended Dhaka University National Model United (DUNMUN) on year of 2014. \*Former Member of BSHR, \* Former Member of NSU HR Club, \* Former Member of NSU Ethics Club.

## *Reference*

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**Name** : Asmaul Husna Ananya  
**Designation:** Executive, HR & Admin  
**Organization:** Shanta Holdings Ltd  
**Address** : Gulshan Tejgoan Link Road  
**Contact** : 01709642005  
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**Relation** : Colleague

**Name** : Tomalika Bari  
**Designation:** Asst. Manager  
**Organization:** Skylark Soft Limited  
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**Relation** : Supervisor