



SOURAV BISWAS

- 231, Green road, Dhanmondi, Dhaka, Bangladesh
+8801752016294, souravinfo2000@gmail.com

EDUCATION

Bangladesh Institute of Management Studies (Dhaka, Bangladesh) 28th March - Present
Post-Graduation Diploma on Human Resource Management

East West University (Dhaka, Bangladesh) Sep, 2013-Dec, 2018
Bachelor of Business Administration; Major: Human Resources Management, Minor: Finance

CGPA: 2.92/4.00

Selected Courses: Strategic Management, Business Statistics, International Financial Management and Research Methodology

Project: “Impact of E-Recruitment & Selection on Employee Performance on the basis of Banking Sector”

Notre Dame College (Dhaka, Bangladesh) 2009-2011
Higher Secondary Certificate, Science Background
GPA: 3.90/5.00

PROFESSIONAL EXPERIENCE

Executive, HR Department (Dhaka, Bangladesh) Nov 02- Present
Renssoft Solutions Ltd

Renssoft Solutions Ltd is one of the promising ventures to make new era in health industry. It is digital prescription writing software company and online telemedicine center in our country.

- Recruiting new employees on the basis of demand of the department and orientation new employees
- Development and training for employees and arranging training day and assessment of training
- Leave management and employees attendance regularly
- Report of weekly, monthly report of employee performance appraisal
- Arranging all meeting, MRM on the weekly and daily basis
- Payroll management and maintain EBL Payroll Software

Intern (People & Culture) (Dhaka, Bangladesh) June 01- Sep 31, 2019
Oxfam GB (Oxfam in Great Britain)

Oxfam is a worldwide charity federation to elevate the poverty. It works among 90 countries in the world. It has 19 affiliate countries for conducting the operation.

- Maintain all files and documentation of employees

-
- Billing and advertising circular to www. bdjobs.com
 - Maintain achieve of documentation
 - Assist recruitment process and CV shorting
 - Call selected applicants and collect their all information
 - Joining a new employee and complete the orientation process to other employees
 - Assist to Country Director for some special programs
 - Compensation of all employees and arrange the reward occasion for encouraging employees

Intake Coordinator (Dhaka, Bangladesh)
C & T Homecare Service

Jan 18 – May 31,2019

C&T Homecare Service is US Based Company. It is one of the best Homecare Agency in New York, Washington, Domenic Republic, and Boston as well. It works with Medicaid and Medicare system of USA. It is a sister concerns of World Wide Eng. Company.

- Maintain customer information
- Billing and verify Timesheet for Personal Assistant
- Contact different MLTC for medical authorization and resume, stop and hold the service
- Mitigate the customer demand on the basis of the Nurse Assessment and maintain PA profile
- Creating new profile for patient and personal assistant on HHAeX and filing taxation

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

Volunteer for Bangladesh (VBD) (Dhaka, Bangladesh)

Member June 2016- Present -

Volunteer for Bangladesh is a nationwide association of Volunteer Action Groups that work for the betterment of their individual communities and the nation as a whole.

Bangladesh Scouts (Chittagong, Dhaka)

2007-2009

Patrol Leader-Bangladesh Scouts is the national Scouting organization of Bangladesh. Scouting was founded in Bangladesh as part of the British Indian branch of The Scout Association, and continued as part of the Pakistan Boy Scouts Association until the country divided. Bangladesh became a member of the world organization of the Scout Movement in 1974.

East West Cultural Performance and Arts (Dhaka, Bangladesh)

2013-2016

Vocal Artist and Musician

-East West Cultural Performance and Arts is a cultural club of East West University. It performs in our inter university programs and cultural competitions.

Dream Foundation

2018-Present

Founder Member and Organizer

Dream Foundation is a non-profit organization. It works for the remote unprivileged school students by providing educational materials and health care to them.

TRAINING & WORKSHOP

Bangladesh Youth Leadership Summit 2018 (Dhaka, Bangladesh) **27TH Sep -29th Sep, 2018**

BYLC Summit 2018 is a three-day intensive leadership training workshop taught via a curriculum conceptualized at Harvard University.

- One of the 400 delegates selected through a rigorous application process
- Focuses on building leadership attitude to the young people, how to lead regardless of position, authority, personal attributes as well as title

ADDITIONAL SKILLS

Skills: Proficient in MS Office, Excel, PowerPoint and SPSS.

Language: Bangla (native); English (advanced)

Interest: Singing, Painting and winner of several prizes in interschool competitions

REFERENCE

Abdullah Al Masud
Operation Lead, Operation
Renssoft Solutions Ltd.
Mob: 01753609073

Asraf Rifat
Senior Officer, People & Culture
Oxfam in Bangladesh
Mob: 01713286963