



TAHLEELA HASAN

tahleelahasan27@gmail.com

CAREER OBJECTIVE

To provide excellence and the highest efficiency in my work with the professionalism, academic knowledge and the touch of cutting edge science and technology so as to play a vital role in my company to lead it to the pinnacle of its goal.

CONTACT DETAILS:

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EMPLOYMENT HISTORY

Admark360

HR EXECUTIVE, HUMAN RESOURCE DEPARTMENT, JULY 2020- PRESENT

Managing remote online interviews, recruitment & selection, screening and sorting CVs, bookkeeping, maintaining attendance systems, generating monthly attendance records, evaluating and modifying operation budgets.

Kazi IT Center

JUNIOR EXECUTIVE, HUMAN RESOURCE DEPARTMENT, MAY 2019-MAY 2020

Managing interviews, recruitment & selection, sourcing, screening, sorting CVs, scoring candidates based on aptitude test in excel sheet and maintaining database system, talent acquisition, audiobook presentation, conducting campus recruitment programs.

BRAC Bank Limited

INTERN, HUMAN RESOURCE DEPARTMENT, SEPTEMBER 2018-DECEMBER 2018

ID generation and enrollment, creating questionnaires for online exams, maintaining liaison with clients and partners, maintaining personnel records, managing HR documents, scheduling programs, running trainer evaluation, conducting Tele Learning Program (TLP) exams, Invigilating exams.

ACADEMIC HISTORY

Bachelor of Business Administration (B.B.A)

BRAC UNIVERSITY

Major in Human Resource Management CGPA: 3.06/4

Minor in Marketing CGPA: 3.2/4

CGPA: 2.75 out of 4.0

Graduated in 2018

Course Highlights: Manpower planning & forecasting, Training & Development, Strategic Human Resource Management, Industrial Relations, Brand Management, International marketing, and Advertising.

Higher Secondary School Certificate (H.S.C)

HOLY CROSS COLLEGE

Group: Business Studies

Grade: 4.90 out of 5.00

Year of Passing: 2012

Secondary School Certificate (S.S.C)

HOLY CROSS SCHOOL

Group: Business Studies

Grade: 5.00 out of 5.00

Year of Passing: 2010

ACHIEVEMENTS & AWARDS

- Certificate by British council: Spoken and Writing English 2009
- Certificate of Computer education: Holy Cross School 2010
- Certificate of Law education: Holy Cross School 2010
- Certificate of English song: BRAC University 2014

CO-CURRICULAR ACTIVITIES

- Worked as volunteer of winter road campaign. (An Humanity Foundation -IHF) – December 2016.
- Former Executive Body of Research & Archive in BRAC University Film Club (BUFC).
- Responsibilities: 1. Event management. 2. Managing members and assigning duties. 3. New movies collection.
- Attended YOGA & MEDITATION at Savar Campus of BRAC University - May 2014 to August 2014.
- Volunteering 11th Convocation of BRAC University – December 2016.
- Participated in Biswashahityo Kendro's 'Book Reading Program- 2010.

TRAINING & WORKSHOP

- Residential Semester (TARC)
Study included: leadership role, Communications skills, team working skill.
- Presentation Skill Development, BRAC University residential semester.
Study included: Honing skills and Exercising confidence.
- Workshop to Learn Predictive Analytics Software (SPSS)
Study included: Survey and product reliability test.

TECHNICAL SKILLS

- Microsoft Office Application.
- Windows Operating Systems.
- Google Spreadsheet, Drive, Docs, etc.
- Good Command over Internet .
- Digital Communication.
- Prezi (Intermediate).

CORE STRENGTHS

- Content Creation.
- Social Networking.
- Public Relations.
- Website Management.
- Digital Analytic Tools.
- Strong Communication Skills.

LANGUAGE PROFICIENCY

- Excellent Command over English in both Verbal and Written.
- Excellent Command over Bangla in both Verbal and Written.
- Good Command over Hindi in Verbal.

KEY SKILLS

- Have hands-on experience in general administration, general HR, HR operations, HR policy, recruitment & selection, sourcing, screening, talent acquisition, and implementing human resources strategies by establishing departmental accountabilities.
- Have comprehensive knowledge in training & development, staff development, safety and health measures, succession planning, compensation and benefits, salary administration, performance and career management.
- Have sound knowledge and flexibility at bookkeeping, maintaining attendance system and generating monthly attendance records, evaluating and modifying operation budgets using various HR tools and ERP based payroll software systems, and maintaining ERP HRIS module data system, internal database management, and excel/spreadsheet formulas.
- Excellent command over MS Office application.
- Have an instinctive disposition towards successfully managing and resolving employee's grievance, stress, negotiating among candidates or any emergency crisis in a proactive manner to maintain employee relation & retention, and be a strong business partner to the leaders maintaining liaison for company's interest.
- Well conversant with Bangladesh Labor Laws, basic knowledge of labor legislation, local laws & regulation, and ensuring its implementation.
- Have a neat sense of good housekeeping, cleaning, and hygiene matters of the office.
- Highly proactive, self-motivated and energetic.
- Excellent Command in English.

PERSONAL DETAILS

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|-------------------|----------------------|
| - Father's Name: | Rafiqul Hasan |
| - Mother's Name: | Mursheda Hasan |
| - Date of Birth: | 27th July, 1994 |
| - Nationality: | Bangladeshi by Birth |
| - Religion: | Islam |
| - Marital Status: | Unmarried |

REFERENCE

Arif Ghani

LECTURER

BRAC Business School

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Zara Mahbub

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