

CV of FARJAHAN AKTER



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Career Objective

To be a dynamic Human Resource Management professional, working in challenging environments that will enable me to enhance and utilize my skills and innate abilities efficiently, leading to self –development, and career progression, whilst employing my capabilities productively for my employer.

Special Qualification

- » Critical thinking
- » Team Work
- » Highly Numerate
- » Detail orientated
- » Fluency over English Speaking
- » Good ability over English Writing
- » Strong interpersonal and communication skills

Working Experience

Executive, Marketing (May, 2018 – August, 2019)

Astute Horse, Business & Marketing Solutions BD Ltd.

Company Location: Apt# B1, House# 8, Road# 121, Gulshan-1

Department: HR /Admin and Marketing

Achievement: Certificate of Excellence in Client Services

Areas of Duties & Achievement:

- » Created and organize existing and new employee files
- » Learned creating reports from HR databases
- » Created Annual Confidential Report (ACR) as employee performance report
- » Worked in creating new HR policy for the organization
- » Created creative job ads and actively involved in recruitment process
- » Involved in all administrative duties and HR activities
- » Maintained company's accounting and finance
- » Conducted marketing research and data analysis : Focus Group Study and Mystery Shopping
- » Created Marketing plan for hotel and promotional campaigns for bakery brand
- » Created business proposals and maintained relationship with clients
- » Business reports and contents (social media and website) writing

- » Worked closely with UI/UX designer to design marketing materials such as brochures and adverts, Facebook post and other creative tasks
- » Learned to effectively communicate and coordinate with various departments

Research Assistant_[Contractual](August, 2017-January, 2018)

United International University

Company Location: House # 80, Road # 8A (old 15) Satmasjid Road, Dhanmondi, Dhaka- 1209

Department: Institute of Business & Economic Research (UIU RESEARCH GRANT SCHEME-2017)

Areas of Duties & Achievement:

- » Working with academic members of the project team in order to deliver project outcomes
- » Responsible for writing up research papers and presenting research findings to supervisor
- » Converted quantitative data into qualitative demonstration with reasoning
- » Provided key stakeholders required information at every stage of process
- » Increased analytical skill through researching articles
- » Conducted critical questionnaire for survey
- » Learned data collecting techniques
- » Achieved reporting skills

HR Internee _[Contractual](May – August, 2017)

Nascenia IT Ltd.

Company Location: 6/14, Block - A, Lalmatia, Dhaka

Department: Business Development/ HR &Admin

Areas of Duties & Achievement:

- » Created new hire folders and orientation paperwork
- » Created and organize existing and new employee files
- » Learned creating reports from HR databases
- » Created innovative job vacancy advertisement
- » Conducted training needs analysis
- » Assisted performance review program
- » Facilitated safe workplace practice and procedures in accordance with the requirements of Health and Safety legislation
- » Contributed in a creative approach to manage employee grievance
- » Learned to effectively communicate and coordinate with various departments

Academic Qualification

(2017 -2018)

Post Graduate Diploma (PGDHRM)

United International University

Human Resource Management

CGPA: 3.67 on a scale of 4.00

- (2013-2017) **Bachelors of Business Administration**
United International University
Human Resource Management
CGPA 3.82 on a scale of 4.00
- (2010-2012) **Higher Secondary Certificate**
Al Haj Nur Mia Degree College (Comilla Board)
Business Studies
CGPA 5.00 on a scale of 5.00
- (2008-2010) **Secondary School Certificate**
HingulaHasania High School (Comilla Board)
Business Studies
CGPA 5.00 on a scale of 5.00

Training Summary

Training Title:	Practical HR
Training	BDjobs Training
Institute:	
Topic:	HR Planning and Recruiting, Employee Testing & Selection, Performance management and appraisal, Ethics, justice and Fair Treatment Issues, Employee safety and Health Issues, Job Evaluation, Separation, Exit Interview
Duration:	6 hours (20 th October, 2017-27 th October, 2017)
Location:	DBBL Building (Level3),12 Karowan Bazar C/A, Dhaka 1215

Awards & Honors

2018	Google AdWords Certificate (98% marks)
2017	Got University Scholarship Eleven Times
2015	1st Runner Up at CIMA Global Business Competition (Dealing with real business issues, financial evaluation)
2012	Government Scholarship (HSC)
2010	Government Scholarship (SSC)

Professional & Technical Skills

- » **HRIS** Moderate experience with HRIS, knowledge of the principles and practices of HR management.
- » **Labor Law** Working knowledge of Bangladesh Labor Law along with the requirements of Health and Safety legislation.
- » **IBM SPSS** Have the ability to run Chi-square, One-way ANOVA, Two-way ANOVA, Correlation, Regression and Reliability test.
- » **Microsoft Word** Can use SmartArt, textboxes, formatting, page setup, utilize the shapes and table creation
- » **Microsoft Excel** Have the skill of financial data analysis, forecasting, ratio analysis, beta, financial statement analysis.
- » **Microsoft PowerPoint** Have the ability to create a custom slide from scratch while understanding the basic design elements, colors, balance using various shapes, fonts. Also have well control over various types of animation for both shapes and fonts that are used.
- » **Digital Marketing** Trained by BITM, learned social media marketing, e-mail marketing, content marketing, SMS marketing and SEO

Language Proficiency

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

Personal Skills

- » Leadership
- » Analytical
- » Attention grabber in presentation skill
- » Time management
- » Quick learner (new technology/management)
- » Tolerant of change and uncertainty
- » Dedicated to business ethics
- » Proactive and result oriented

Co-curricular Activities

- » Participated in Entrepreneurship & Innovation Expo -2013
- » Active member of HR Forum, UIU
- » Volunteer, Path Finder (UIU Finance Forum)
- » Volunteer, CCC (United International University) **Int. Career Summit.**

References

Dr. Mohd Hasanur Raihan Joarder

Professor, Director BBA- Program

United International University

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