

# Fairuz Fariha Adila

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**CAREER OBJECTIVE** Engaging in an organization where I can maximize the synergistic impact of my education, knowledge and passion for leading a change in its value and exposure by focusing on personal growth in the professional arena.

**WORK EXPERIENCE** **Edison Group (SYMPHONY Mobile)**  
MTO of Strategic HR Department  
[May, 2019 – October, 2019]

**Key Responsibilities:**

Maintaining overall employee recruitment & selection process.  
Circulation of new job post and screening job application of suitable candidates.  
Scheduling and coordinating interviews and incorporate all related scoring for final selection.  
Conducting employee onboarding & induction program.  
Maintaining employee database (HRIS).  
Maintaining employee personal files, leave management and creation of employee ID card.  
Organizing and coordination different training programs and annual events.

**Edison Group (SYMPHONY Mobile)**  
Intern of Strategic HR Department  
[February, 2019 – April, 2019]

**EDUCATION** **Masters of Business Administration**  
Bangladesh University of Professionals  
Major- HRM  
[September, 2019 – Present]

**Bachelor of Business Administration**  
Bangladesh University of Professionals  
Major- HRM  
CGPA 3.55/4.00  
[2019]

**Higher Secondary School**  
Holy Cross College  
GPA 5.00/5.00  
[2013]

**Secondary School Certificate**  
Holy Cross Girls' High School  
GPA 4.38/5.00  
[2011]

**TECHNICAL SKILLS** Microsoft Office, SPSS, Adobe Illustrator, Typing [35 WPM]

**EXTRA CURRICULAR ACTIVITIES** **Course and Training**  
Graphic Designing course from Coderstrust Bangladesh.  
Focused area - Business cards, Brochures, UI/UX and Logos.

**Participation**  
Participated in several Inter-University Business and case solving competition.  
Creative Essay writing competition Runner-up in 2009.

**Organizing**

Organized national level business competition under BUP Business & Communication Club.

**Sugar Glaze**

Owner & Baker

It's an online based bakery shop, where we sell fresh baked cake, brownies, cupcakes, doughnuts. We started our journey on November, 2017 and till now we have delivered 500+ cakes & bakery items across Dhaka city.

**LANGUAGE  
PROFICIENCY**

Proficient in understanding, speaking, reading and writing both Bangla & English.

**REFERENCE****Dr. Rabiul Bashir Rubel**

Chairman, Department of Management

Bangladesh University of Professionals

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**Md. Gias Uddin-Ibne-Rahman**

Veterinary Officer

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