

Resume of ZISHAN ARA KANIJ

Telephone: 01670851931 | Email: ara.kanij@northsouth.edu |

Address: 35/12 Pir Shaheber Goli, Shantinagar.

Dhaka-1217



I am an enthusiastic, dedicated and hardworking person. I can work well independently and also within a team setting. I am always open to discover and accept new ideas to add value and produce high standards of work.

Work Experience

Officer in People & Culture **GENEX INFOSYS LIMITED**

Responsibility

- Responsible for Recruitment process which Genex responsibility.
- Support my colleagues to fixed unwanted issues when they face it on the floor.
- Remote support our client and colleagues via email and WhatsApp.
- Conduct Training section and preparing slides
- Manage team. Conduct training, Updates Power Point Slides.

From: 10 June 2018- 25 November 2019

HR in **Plus Properties Limited**

Responsibility

- Developing and administering human resources plans and procedures that relate to company personnel
- Planning, organizing, and controlling the activities and actions of the HR department
- Contributing to the development of HR department goals, objectives, and systems

From: 01 February 2016 – 09 June 2018

Professional Certificate:

Certification Name	Institute	Major	Duration
HRMC	IBA, University of Dhaka	Human Resource Management	Six Weeks
Strategic Leadership Development	Society of Supply Chain Professionals	Supply Chain	Two Days

EDUCATION

Institution Name	Level	Concentration	CGPA/GPA	Passing Year
North South University	M.B.A.	Human Resource Management	2.83	2019
National University (Dhaka City College)	B.B.A	Finance & Banking	3.03	2013

Siddeshwari Girls College	Higher Secondary Certificate	Business Studies	4.10	2009
Motijheel Govt. Girls High School	Secondary School Certificate	Business Studies	4.00	2007

Extra Curriculum Activates

Executive Recruiting Head | NORTH SOUTH UNIVERSITY MBA Club DEC 2018- Continued

Executive MEMBER | NORTH SOUTH UNIVERSITY MBA Club JAN2017 – Continued

MEMBER | DHAKA CITY COLLEGE DEBATE CLUB JAN2010 – 2012

COMPUTER SKILL

Program & Applications: MS Word, MS Excel, MS PowerPoint, Adobe Photoshop.

Internet & Others: Familiar with Internet Application.

LANGUAGE PROFICIENCY

LANGUAGE	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Others Information

Father's Info: MD. SHAFIQUUL ISLAM

Retired, Senior Branch Operation Manager,
The City Bank Ltd.

Mother's Info: Momtaj Islam

House wife

Marital Status: Single

Date of Birth: 19/12/1992

REFERENCES

Dr. Tamgid Ahmed Chowdhury	MD. Sohel Rana
Associate Professor & Director, MBA & EMBA Programs	Senior HR Executive
North South University	Genex Infosys Limited
8801712181306	01718535959

DECLARATION

I hereby, declare that the information given in here is true and accurate to the best of my knowledge.

ZISHAN ARA KANIJ