

Sharmin Akther Lina

Plot No:17, Road No:10, Block : A
Chandrima Model Town ,Dhaka Uddan
Mohammadpur, Dhaka -1207
+8801684952621
Sharminakter334@gmail.com
linkedin.com/in/sharmin-lina-463a46120

To secure a career in the field of Recruitment, Selection, Performance & Compensation, Human Resources at a reputed organization, which escalates professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company's growth objectives, develop my career and excel in the field.

Skill

Able to set expectations and manage conflict.

Team management skills; Leadership skills; Good analytic and decision-making skills.

Ability to handle pressure; work under tight deadlines.

Good communication skills; Good presentation skills; and a fluent public speaker.

- Hiring and retention
- Employee relationship
- Compensation Administration
- Regulatory compliance
- Personnel record maintenance
- Training and development
- Compensation and payroll
- Process improvement

Work Experience

1ST JANUARY 2019 – TO CONTINUE

[Senior Executive (HR)] /Reverie Power and Automation Engineering Ltd, Dhaka-1207 Bangladesh.

- Co-ordinate Recruitment and comply with recruitment policy of the company.
- End to end employee life cycle management.
- Recruitment & Selection of right candidate within reasonable time frame.
- On boarding & joining formalities.
- Organize and maintain personnel records
- Update internal databases (e.g. record sick or maternity leave)
- Prepare HR documents, like employment contracts and new hire guides
- Maintain database on probationary and trial period dates. Ensure follow-up with supervisors
- Revise company policies
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Answer employee's queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Participate in HR projects (e.g. help organize a job fair event)

- Prepare HR Proposal, Draft, Keep Meeting Minutes, and HR Policies

20TH NOVEMBER 2017 – DECEMBER 2018

[Senior Executive (HR & Admin) / [Brandwin Group of Companies Ltd, MIDAS Centre (6th Floor), House – #05, Road – 16 (New), 27 (old) Dhanmondi, Dhaka – 1209, Bangladesh.]

- Maintaining and regularly updating master database (personal file, personal database, etc.)
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
- Coordinate staff recruitment and selection process in order to ensure a timely organized
- And comprehensive procedure is used to hire staff.
- Screening candidates according to the JD
- Actively searched the candidates through job boards, internal databases and references
- Conduct interview with the candidate to get the basic details and other important information about the experiences and background
- Conducted initial interviews, reference checks, and background screening
- Organizing and conducting interviews with the clients.
- Keeping a liaison with the candidates as well as the clients throughout the recruitment process maintaining company's database
- Generate a pool of best resumes/candidates for specified jobs at employers' end.
- Arrange interviews for all management levels.
- Prepare HR policies and SOP of the company.

15TH MAY 2015 –19TH NOVEMBER 2017

Office Manager / Julphar Bangladesh Ltd, Bijoy Rakeen City Level 11, Plot:1/2, Block: D, Section: 15 Mirpur, Dhaka – 1216

- Arrange internal and external meetings (Including date, time, location, guest list and invitation)
- Keep and maintain all incoming and outgoing mails, e-mail etc. of MD and record accordingly.
- Maintain appointment calendars - arrange, coordinate and prioritize scheduling.
- Compile agendas and correspondence for special events, board meetings, committee meetings, office order and other activities.
- Take and circulate minutes of the meeting.
- Maintain inter departmental coordination.
- Attend phone calls, receiving & delivering letters, drafting, replying the customer/guests & other queries,
- Ticket booking, Accommodation arrangement of senior manager & foreign delegates.
- Participate in the Recruitment and Selection process in line with organization requirements.
- Ensure security, integrity and confidentiality of data design and implement office policies and procedures.

1ST JANUARY 2012 –30TH APRIL 2015

Administrative Officer / B-KO Trans, House #21, 2nd floor, Block K, Road 24, Banani, Dhaka, Bangladesh

- Attend to visitors/business associates to respond to their queries
- Manage PABX system, attend external phone calls/FAX
- Receive and record all incoming correspondence/invoices
- Dispatch all forms of external correspondences
- Assist in soliciting quotations and procuring office supplies
- Maintain a filing system of all relevant documents and records
- Supervise office support staff
- Manage and maintain office supplies and stationeries store.
- Check, process and settle the following regular bills of vendors: Official T&T and mobile phone Drinking water, Newspaper, Courier, Plants

- Travel Management including booking of accommodation and air ticketing (both national and international), Event Management
- Internal Office Meeting (Refreshment / Snacks arrangement)
- External Official Events: Venue Selection, Food Arrangement (Lunch, Snacks, Dinner), banner printing through a competitive procurement process Attend phone calls, receiving & delivering letters, drafting, replying the customer/guests & other queries,
- Participate in the Recruitment and Selection process in line with organization requirements.
- Ensure security, integrity and confidentiality of data design and implement office policies and procedures.

Education

[MAY 2017]

Master of Business Administration (HRM)/ Bangladesh University of Professionals, Mirpur-12, Dhaka

CGPA 3.55 out of 4.00

[JULY 2014]

[Bachelor of Business Administration (Finance)] / [Dhaka City College, under National University, Gazipur, Dhaka, Bangladesh.

CGPA 3.62 out of 4.00

Activities

Experienced in task evaluation & division; Exceptional focus, confidence and ability to drive the team
Have a professional experience of more than 5 years in the field of Human Resources and Administrative

References

Sultana Urmee

Head of HR
Julphar Bangladesh Ltd
8801730308111
urmee@julpharbd.com

Asaduzzaman

CEO
Reverie Power and Automation Engineering Ltd
8801841436100
asaduzzaman@reverie-bd.com

Md. Hasan

Managing Director
BKO Trans
8801819 225359
info@bkotrans.com