



Syeda Shamirun Nahar

64/2 Lake Circus Kalabagan Dhaka-1205

Mobile: 01675222923

E-mail: shamirunnahar@gmail.com

Career Objective

To be in a position where I can maximize my potential as a productive and active individual giving quality performance at all times for the attainment of the goal of the organization I aim to be part of.

Educational Qualification

Post Graduate Diploma in Human Resource Management (PGDHRM)

United International University (UIU)

UIU Campus, Madani Avenue, Badda.

CGPA-3.7

Bachelor of Business Administration (BBA)

Atish Dipankar University Of Science & Technology (ADUST)

Plot#209, Sector#15 Khantek, Dhaka 1230

Major in Human Resource Management (HRM)

CGPA-3.53

Advanced Level (A' level):

Cephalon International School

House#50, Road#8/A, Dhanmondi

Background-Science

Ordinary Level:

Cephalon International School

House#50, Road#8/A, Dhanmondi

Background-Science

International English Language Testing System (IELTS)-7

- ❖ Work Experience: Worked as Intern in Human Resource Department at RahimAfrooz Distribution Limited (Motijheel Branch).

Length of Internship: 5th December 2018 to 9th April 2019.

During my Internship period I had worked on different assignments which included HRIS, Recruitment, Learning & Development and HR Operations.

❖ Work Experience: Worked as Intern at Midland Bank Limited
Dhanmondi Branch, Dhaka

Length of Internship: 16th January 2017 to 16th April 2017.

On my 3 months internship period I had worked on Operation Department, Cash Department & Credit Department.

*Operation Department: Assisted account opening of New CRM Clients through face to face discussion & conducted client service to the Bank Card holders at Card Division.

*Cash Department: Assembled knowledge about different types of cheques, requirements of cheques receives & cheque pays.

*Credit Department: Assisted in face to face interview with clients and prepared clients CIB forms.

Communication Skills

- Fluent in English & Bengali—both verbal & written
- Proficient in writing and editing reports
- Efficient in multimedia presentation

Computer Skills

- Windows operating system, E-mail/Browsing
- Office Software Application: Microsoft Office 2003 and 2007 (Word and PowerPoint)
- Internet Software Application: Internet Explorer, Mozilla Firefox

Special Skills

- Can adapt to any new working environment within a very short period of time.
- Enthusiasm, transparency, sincerity to assigned work.
- Have strong inspiring power and can learn very quickly.
- Spirited participation in team work.
- Working capabilities under pressure and encountering situational challenges.
- Good Listener.

Extra Curricular Activities

- Debating. (Participated in Cephalon Inter-School Debate Competitions)
- Singing. (Participated in various programs in Btv)

Interests

- Have interest for traveling in different places, trying new cuisines, social work, reading magazines, watching movies and youtube, listening music, etc.

Personal Details

- Father's Name: Late Syed Shamsul Alam
- Mother's Name: Ainun Nahar Alam
- Date of Birth: 4th February, 1991
- Religion: Islam (Sunni)
- Nationality: Bangladeshi
- Marital Status: Single

Reference:

- Md. Masuder Rahaman
Manager-Learning & Development and Recruitment.

Rahimafrooz Distribution Limited.
Globe Chamber,104 Motijheel C/A,Dhaka-1000.
Mobile-01727227033

●Rezaul Karim
Assistant Professor & Coordinator
Department Of Business Administration
Atish Dipankar University Of Science & Technology (ADUST)
Plot#209,Sector#15 Khantek, Dhaka 1230
Mobile-01911917676

●Nur Jahan Khan
Assistant Professor
Department Of Business Administration
Atish Dipankar University Of Science & Technology (ADUST)
Plot#209,Sector#15 Khantek, Dhaka 1230
Mobile-01712739081