

Afsana Abedin

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Objective

Goal oriented individual with 2+ years of experience in a human resource field. Looking to gain employment as human resource coordinator to utilize my abilities and skills in ensuring an efficient HR unit.

Employment history

- **July, 2019 - Present:** Working in ShopUp
Designation: Executive, Human Resources
 - Work with directly HR Head to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
 - Ensure corporate recruitment & selection process from job posting to different portal cv sorting, head hunting from different media's like LinkedIn, Bdjobs, Smart Recruiter and so on, candidates' assessment, job offering and onboarding.
 - Experienced in hiring 150+ blue collar employee for all over the Bangladesh.
 - Recruit 85+ mid to top tier talent to meet business need.
 - Ensure that all job contract / Appointment letters for new hires are properly made, issued, filed and updated as per recruitment policy.
 - Maintain manpower records and organized data bank of applicants for various positions & generates recruitment reports.
 - Direct all hiring and training procedures for new employees.
 - Monitor employee progress and stay abreast on company

climate and culture, ensuring it stays positive and productive.

- Preparing letters such as offer and confirmation.
- Processing employee Master data: updating employee master data in HRIS software, New hire setup, Transfer, Personal details, Bank details etc.
- Ensure employee engagement by arranging different internal activities like Monthly Town-Hall meeting, Company Value Quiz and so on.
- Handling employee grievances on a priority basis.

▪ **May, 2018 – April, 2019:** Shamsul Alamin Group

Designation: HR Assistant

- Talent hunting for the recruitment needs of the organization.
- Consult the supervisors to know hiring needs for the short- and long-term requirement of the company
- Follow-up appointment processing, induction, exit interview, ensure transfer, promotion, separation, and job confirmation related work.
- Follow-up attendance management, salary administration, leave management and compensation benefit & incentive.
- Preparation / issue office memo, office order & circular in respect of HR issues.
- Assist in employees' relation, T&D etc.

• **Special Assignment: Cox Carnival Project Management:**

- Preparing the proposal letter for the project sponsorship.
- Preparing permission letter for getting program permission from government authority like DC office, SP office, Cox authority and many more.
- Dealing with different vendors for making the programs successful.
- Support to the marketing and branding team for making the project successful.

- **July, 2015- September,2016:** Ekhanei.Com (SnT Bangladesh)

Designation: Moderator

- Maintaining relationship with clients.
- Conducting existing clients to gather feedback and ensure client satisfaction.
- Ensure the quality of ads by post moderation.
- Compile and provide the relevant process reports on a daily basis.
- Support to HR department when needed.
- Communicate with the selected candidates
- Perform any other assigned HR issues time to time as instructed by supervisor.

Achievements

- Best Employee of the month February & August, 2020; from ShopUp.
- Best Employee of the month March, 2016; from Ekhanei.com.

Typical characteristics

- **Leadership:** Outstanding in people management, delegate right jobs for right people and arrange work in a scientific manner.
- **Flexibility:** Willing to learn and adapting quickly to the environment and variation.
- **Communication skills:** Negotiating and presenting proficiency.
- **Team work:** Discipline, work well both in team and independence.
- **Research skill:** Analyze and synthesize information to serve certain objectives
- Careful, meticulous, hardworking and fast learning.

Certification

Exam Title	Concentration/Major	Institute	Result	Year	Duration
PGDHRM	Human Resources	Business Institute of Management (BIM)	CGPA 3.50 out of 4	2018	1
Masters of Business Administration (MBA)	Human Resources	American International University Bangladesh	CGPA:3.39 out of 4	2017	2
Bachelor of Business Administration (BBA)	Human Resources	American International University Bangladesh	CGPA:3.37 out of 4	2015	4

Other Skills

- **Language skills** Possess strong verbal and written communication skill in English and Bangla.
- **Computer literacy** Microsoft Office: Word, Excel, Power Point, Internet and Application of Internet.

Personal Information

Father's Name: Jaynal Abedin
Mother's Name: Lutfun Naher
Date of Birth: 27th September, 1993
Nationality: Bangladeshi
Religion: Islam
Blood Group: O+

I ensure that the above declared things are correct and true to the best of my knowledge.