



Aparajita Barua

Objective

My professional objective is to achieve high degree of professional excellence by utilizing my knowledge and enhancing skills and experiences to contribute efficiently for the development of the corporate sectors.

Experience

September 2019–Till now

HR Executive • HR Department • Panjeree Publications Limited

Specialized Areas: Recruitment & Selection, Training Coordination, Performance Management, Transactional HR activities, Job Design, Personal dossier management, Policy making, Meeting minutes, Drafting Policy, Circulation of office memo, Bangladesh Labor Law.

October 2018–June 2019

HR Executive • HR Department • DIRD Group

Specialized Areas: Recruitment & Selection, Training Coordination, Performance Management, Transactional HR activities, Final Settlements, Focus on Bangladesh Labor Law.

February 2018–September 2018

Customer Service Executive • Cards Division • The City Bank Limited

Specialized Areas: Problem solving over the phone, Prompt Customer Service, One call resolution

Education

MBA- University of Dhaka (on going)

Management Information Systems, CGPA: 3.75 (till 4th semester)

BBA- National University (Dhaka City College): 2015

Management, CGPA: 2.90

HSC- Viqarunnisa Noon College, Dhaka: 2011

Business Studies, GPA: 5.00

Moslehuddin Tower, 187 Boro
Moghbar, Dhaka



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SSC- Viqarunnisa Noon School, Dhaka: 2009
Business Studies, GPA: 5.00

Professional Degree

PGD- United International University: 2018
Human Resources Management, CGPA: 3.28

Computer Literacy

- Microsoft Office Suites
- Presentation Software
- Browser Basics
- Photo and PDF editing skill

Strengths

- People Orientation
- Organizing ability
- Sound Analytical Ability
- Good communication skill

Personal Details

Father's Name	: Babul Kanti Barua (Doctor)
Mother's Name	: Sujata Barua (House-wife)
Date of Birth	: May 7, 1993
Gender	: Female
Marital Status	: Single
Nationality	: Bangladeshi
National Id No.	: 5092547123
Religion	: Buddhism
Permanent Address	: 93, New Circular Road, Siddheswari, Dhaka

References

1. Utpalendu Dev
Associate professor
Ministry of education
Cell : 01815419457

2. Rupali Chowdhury
Managing Director
Berger Paints Bangladesh Ltd.
Cell : 01711590264