

Farhana Kabir

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CAREER SUMMARY

Driven Resources Management & Coordinator with 3+ years of cross-functional expertise in operations of recruitment, Training, HR generalist, Payroll and administration, focused on developing efficient processes using knowledge of employee-oriented programs. Highly efficient and well established in professional environments that are fast-paced and challenging. Currently pursuing professional MBA in Human Resource Management.

PROFESSIONAL EXPERIENCE

Mir Group of Companies Limited **Sr. Executive – HR and Administration** **07/2019 to Present**

Job Responsibility & Achievement

- Upgrade and maintain existing recruiting procedures and analyze recruitment as per metrics
- Identify & Implement new sourcing methods and research job advertising options
- Coordinate with department head to forecast future hiring needs and maintain recruitment budget.
- Maintain recruitment operation in new implemented HRIS software and suggest customization needs
- Expand the company's professional network and participate in job fairs & career events
- Assess employees' training need and Organize training programs as per training calendar and evaluate the effectiveness of training programs and instructors
- Oversee the creation of online learning modules and other educational materials for employees
- Leave and Attendance management of employees and ensure benefits/panelize as per policy
- Provide administrative and stationery support to new joiners and HQ employees
- Prepare HR analytics reports & presentations for the management and handle office correspondence

ACI Motors Limited, Dhaka **Sr. Coordination Executive- HR & Admin** **05/2016 to 07/22019**

Job Responsibility

- Maintain and update Job Description (JD) & Specification of Dealer staff and evaluate performance.
- Audit Dealer as per Yamaha VI guideline and monitor Dealer DMS Software issues with recommend development plan and solution.
- Prepare and process Dealer Incentive, Discount Bill, Free Registration Bill, Warranty Bill, Free Service Coupon, and other offer bills.
- Ensure casual staff salary & reimbursement bill, incentives for Sales, Marketing & Distribution team.
- Conduct orientation training and others support to newly join employees and settlement & termination procedure of separated employees.
- Handle all administrative responsibilities related to the restructuring process of 300 employees and meet with employees daily to answer their benefits related issues or questions.
- Provide all logistic support to motors team and perform any task assigned by superior and management for better business operation.

ctMRS Group, Dhaka

Management Trainee

11/2015 to 04/2016

Job Responsibility

- Develop research objectives, methodologies and proposal for own or joint research to external bodies and clients.
- Write up research work for publication or other means of dissemination and seek to secure publications or output.
- Conduct FGD, survey, data analysis & translate knowledge of advances in the subject area into research activity.

OTHER EXPERIENCES

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|---|---------------------------|
| Society for Thalassemia Awareness (STA), Bangladesh Publication Secretary | 06/2014 to Present |
| Active Citizen Bangladesh Youth Leader & Member | 10/2013 to 12/2013 |
| Democracy Olympiad, Bangladesh Executive Member, Organizing Task Force | 10/2013 to 12/2013 |

EXTRA CURRICULAR ACTIVITIES

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|---|--|----------------|
| Democracy Olympiad, Bangladesh First Runner-Up | Organized by Hunger Project & YEH | 08/2012 |
| 'OURS' Community Branding Competition University Qualifier & Finalist | Organized by Build Better Bangladesh (B ³) | 05/2013 |
| Viquarunnisa Noon 11th Science Festival Project Participant & Short Listed | Organized by Viqarunnisa Noon Science Club | 02/2007 |

TRAINING

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|---|--------------------------------|----------------|
| Human Resources Information System (HRIS) | Leads Training & Consultancy | 05/2017 |
| Stress Management & Motivation at Workplace | ACI Limited, Training Division | 08/2017 |
| Time Management | ACI Limited, Training Division | 01/2017 |
| Communication Skills for HR & Administrative | ACI Limited, Training Division | 03/2017 |
| Advance Excel for Executives (Level 1 & Level 2) | ACI Limited, Training Division | 08/2016 |
| Active Citizen Youth Leadership Training (ACYLT) | British Council | 09/2013 |

SKILLS

- Acquired Good oral, written and communication skills in Bengali and English.
- Good working knowledge on HRIS-ERP, MS Office Suit, Advance Excel, Digital Survey, Internet Browsing, Email, Digital Content Development, Adobe Photoshop and Illustrator.

EDUCATION

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| University of Dhaka Professional MBA, HRM | CGPA: 3.40/4.00 (Upto 4th Semester) | In Progress |
| Jagannath University MSS, Economics | CGPA: 3.66/4.00 | 11/2014 |
| Jagannath University BSS, Economics | GPA: 3.54/4.00 | 09/2012 |
| Viquarunnisa Noon College HSC, Humanities, Dhaka Board | GPA: 5.00/5.00 | 07/2008 |
| Annandamoyee High School SSC, Science, Dhaka Board | GPA: 4.75/5.00 | 06/2006 |

PERSONAL INFORMATION

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|----------------|---------------------|-------------|---------------|
| Date of Birth | : May 25, 1991 | Religion | : Islam |
| Marital Status | : Married | Nationality | : Bangladeshi |
| NID | : 19912694068000144 | Passport | : BB 0123463 |

REFERENCES

Available upon request.