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Nusrat Sharmin Rahman

Career Highlights:

- Currently working as single point of contact as Regional HR for Air Operations and Custom Handling Agent team, ensuring employee satisfaction regarding people strategies.
- Also involved as group HR in Recruitment and Talent Acquisition team. Successfully on boarded five batches of trainees.
- Working on "Employee Retention Policy project" in my role as group HR to create strategies for successful employee retention.
- Smoothly executed National Career Fair 2019 partnering with North South University in order to represent the organization to potential candidates.
- Successfully managed a month long cross functional Customer Relationship Management project with OBhai Solutions Ltd.
- Executed HR events including Orientation program for new joiners, ensuring on time logistical arrangements.
- Former HR intern at the "Compensation and Benefits" team in British American Tobacco, Bangladesh.
- Graduated as *Magna Cum Laude*, major in Finance and Human Resources Management from North South University.

Education:

- 2015-2019 **Bachelor of Business Administration**, North South University.
Major: **Finance & Human Resource Management**, CGPA: 3.66.
- 2014 **Higher Secondary School Certificate, HSC**, Rajuk Uttara Model College, English Version, Dhaka, Bangladesh, Science, GPA 5.00.
- 2012 **Secondary School Certificate, SSC**, Rajuk Uttara Model College, English Version, Dhaka, Bangladesh, Science, GPA 5.00.

Experience:

Oct 2019- Present **Executive**, Human Resource Department, **MGH Group**, Jahangir Tower, Kazi Nazrul Islam Avenue, Kawran Bazar, Dhaka 1215.

Responsibilities:

- Facilitate Recruitment ensuring people sourcing strategies to attract and select appropriate talent and on-time on-boarding.
- Represent the organization to the potential candidates through Career Fair with effective, impactful and engaging plans.
- Prepare and post job openings (internally and externally) participate in the development of job descriptions and conduct market analysis of salary information, leave and retention policy etc.
- Carry out administrative work involving the HR function and maintain related files and record.

- ✓ Respond to incoming inquiries and requests from employees regarding benefits, policies, processes, etc. and serve as a point of contact to ensure smooth operation.
- ✓ Update employee database upon confirmation/promotion etc. and generated SAP IDS for new joiners.
- ✓ Analyze employee database to set strategies for Employee Retention Policy project.
- ✓ Generate salary certificate for existing employees from SAP.

Jun 2019-Sept 2019 **HR Intern, British American Tobacco**, New DOHS Road, Mohakhali, 1206

Responsibilities:

- ✓ Assisted in selection and recruiting activities.
- ✓ Assisted in data management, book keeping and adjustment of different payroll items.

Affiliated Organizations/Student Group:

2017-2019 **NSU Communications Club**, General Member.

2019 **180 Degrees Consulting**, Recruiting Consultant.

Computer skills:

2019 Awarded ***Magna Cum Laude*** scholarship based on merit
 2013 Intra College 2nd position in English Wall Magazine
 2009 Intra School 1st position in Recitation Competition

Computer skills:

- ✓ SAP
- ✓ Microsoft Office (Excel, PowerPoint, Word, Outlook)

Trainings and Workshops:

- ✓ Participated in **“Communication Camp”- A Bootcamp on Communication Skills Development**, organized by IEEE NSU STUDENT BRANCH on 2017.
- ✓ Completed Module 1 and 2 of the **“Excel Boot Camp”** organized by the Career and Placement Center, NSU on 2017.

References:

Mr. Samuel Mursalin

Lecturer Department of Management

School of Business and Economics (SBE)

North South University

Email:(samuel.mursalin@northsouth.edu)