

# SAIMA JAHAN

HR Executive



**Email:** [saima.jahan2619@gmail.com](mailto:saima.jahan2619@gmail.com)

**Phone:** +88 01796-641011

**Address:** Mohammadpur, Dhaka-1207

**Link:** [linkedin.com/in/saima-jahan-009aa218b](https://www.linkedin.com/in/saima-jahan-009aa218b)

**Sex:** Female

**Date of Birth:** January 08, 1997

**Nationality:** Bangladeshi (By Birth)

**Interest:** Negotiation, Writing, Oil Painting

## Career Objective

I am working as an **HR Executive** for a software firm located in Dhaka. I am an MBA and BBA graduate, majored in Human Resource Management from North South University, who is currently seeking a challenging position with a progressive organization in the HR field that offers opportunities for growth and advancement, where I can utilize my knowledge & experience to contribute towards the overall objectives of the company. I do always enjoy to face professional challenges by overcoming those by dint of sincerity and hard work at the right time.

## Educational Qualification

2021-2022	: <b>MBA major in Human Resource Management</b> <b>North South University</b> CGPA: 3.27 out of 4.00
2017-2020	: <b>BBA major in Human Resource Management</b> <b>North South University</b> CGPA: 3.31 out of 4.00
2014-2016	: <b>HSC: Science</b> <b>Birshreshtha Noor Mohammad Public College</b> CGPA: 5.00 out of 5.00
2012-2014	: <b>SSC: Science</b> <b>Mohammadpur Preparatory Higher Secondary School</b> CGPA: 5.00 out of 5.00

## Work Experience

May 2022 - Present	: <b>HR Executive</b> at ReformedTech
<u>Job Responsibilities</u>	: <ul style="list-style-type: none"><li>• Managing Staff using <b>HRIS Software</b> named PMS.</li><li>• Writing and Updating HR Policy for the company.</li><li>• Executing Recruitment, Selection and Placement.</li><li>• Maintaining Employee Attendance &amp; Absence Report.</li><li>• Maintaining and Updating Employee File.</li><li>• Keeping track of Leaves taken by employees.</li><li>• Employer's Branding.</li><li>• Content Writing.</li></ul>
Oct 2020-Jan 2021	: <b>Intern</b> at Southeast Bank Limited
2017-2018	: <b>English Instructor</b> at English Council

## Accomplishment

Published Article : Title: **“Prospects and Possibilities of HRIS in Bangladesh”** on FiNTECH  
<http://www.fintechbd.com/prospects-and-possibilities-of-hris-in-bangladesh/>  
: Title: **“Yes to Advertising”** on FiNTECH  
<http://www.fintechbd.com/yes-to-advertising/>

## Relevant Skills

Language Skill : English (professional), Bengali (native), Hindi (conversational)  
IT Skill : HRIS, Google Workspace, MS Word, Excel, PowerPoint  
Team Work : Team Based Professional & Academic Project Work  
Problem Solving : Business Cases

## References

Reference: 01

Dr. AKM Golam Rabbani

Proctor

University of Dhaka

Contact: +880 1913-666347

Email: [dr.rabbanidu@gmail.com](mailto:dr.rabbanidu@gmail.com)

Reference: 02

Dr. Md. Nabid Alam

Assistant Professor

Emporia State University, USA

Email: [nabid.alam@northsouth.edu](mailto:nabid.alam@northsouth.edu)