



# Saraf Anika Amy

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Address: Banani-23, Dhaka-1213

## Work experience

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### Save the Children International

28, March-2019 — Continuing

Officer- Human Resources

#### Responsibilities

- ☐ C.V. long listing for all positions
- ☐ Do the necessary communication related to interview with the hiring manager/candidate/board members
- ☐ Facilitate both viva and written test
- ☐ Do the necessary vetting and reference checking
- ☐ Do the necessary paperwork according to SC HR compliance related to staff on boarding
- ☐ Manage personnel files and ensure proper documentation of required documents related to personnel file according to HR compliance and take necessary signatures
- ☐ Update recruitment tracker and HRIS
- ☐ Represent HR in interview Boards as when required
- ☐ Arrange and facilitate orientation for new joiners
- ☐ Maintain and update new joiners' list in coordination with the recruitment team
- ☐ Follow up with the new joiners for completion of the mandatory organizational online trainings
- ☐ Organize/ facilitate different HR initiated trainings/meetings/workshops/sessions
- ☐ Follow up with the participants for training related queries
- ☐ Assist supervisor to develop, update or review various training materials for efficient use
- ☐ Maintain Reports and Documentation
- ☐ Support other HR functions as and when required

### Partex Star Group

August-1, 2018 — March-27, 2019

Associate, HR- Business Partner

- Key responsibilities include, but are not limited to,
- Recruitment-selection, confirmation, disciplinary action activities of the business unit.
- Represent as HR in interview boards
- Maintain & update employee's personal files.
- Monitor day to day attendance for proper salary advice.
- Coordinate training & development activities
- Responsible for overall management of HR & Admin department.
- Provide guidance and respond to issues raised by employees and resolve as swiftly as possible

### Partex Star Group

August-1, 2017 — July-31, 2018

Management Trainee

The program spanned one year, the trainees got particular job roles in different functions of the business to learn & develop required skill sets under the supervision of top level managers.

### Premier School Dhaka

May-1, 2015 — July-31,2016

## Class Teacher

Worked as English Language and English Literature teacher in junior section of the school.

## Airtel Bangladesh Limited

August-5, 2014 — December-4, 2014

### Intern

Worked as in intern in service quality department

# Education

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## MBA

January- 2015 — July-2016

Independent University, Bangladesh (IUB)

Major: Human Resources Management

CGPA: 3.64

## BBA

January-2012 — December-2014

Independent University, Bangladesh (IUB)

Major: Finance

Minor: Economics

CGPA: 3.67

## A' Level

January 2009 — June 2011

Edexcel International

Subject: Commerce

GPA: 4

## O'Level

January 2007 — January 2009

Edexcel International

Subject: Science and Commerce mixed

GPA:4.6

# Achievement

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- Successful completion of Management Trainee Program at Partex Star Group.
- Cum Laude award.
- 100% Scholarship award.
- Position in Dean's List, Dean's Merit List and Vice Chancellor's Honours List in several semesters at Independent University, Bangladesh.

# Computer Skills

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·Microsoft Office Suite - Word, Excel, Visio& Power Point.

·Operating System - Windows.

·Tally Software

·Oracle Software

·Internet Applications

## Interests

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·Reading Books  
·Watching Movies  
·Internet surfing

## Extra Curricular Activities

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- Independent University Finance Club (IUFC) - Member.
- Business Student Society Club (BSS) -Member.
- Volunteering for University programs like Microsoft Imagine Cup 2015

## References

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Md. Parvez Saiful Islam

Chief Operating Officer

Square Food & Beverage Ltd

Email: [parvez.islam@squaregroup.com](mailto:parvez.islam@squaregroup.com)

ATM Asaduzzaman Khan

Senior Manager- HR OPerations

Save the Children

Email: [asad.zaman@savethechildren.org](mailto:asad.zaman@savethechildren.org)