**FARHANA AMIN**Flat E-5, House 271, Road 3, Avenue 4, Mirpur DOHS, Dhaka – 1216  
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**EDUCATION  
  
BRAC University**  – 3.3/4.00 Mohakhali, Dhaka  
Master of Science in Applied Economics (MSAE) **December 2020**

Major In Corporate Finance

**United International University** United City, Dhaka  
Post-Graduation Diploma in Human Resources Management (PGDHRM) – 3.5/4.00 **November 2018**

Professional Degree in Human Resources Management

**North South University**  – 3.0/4.00 Bashundhara, Dhaka  
Bachelor in Business Administration (BBA) **August, 2017**

Major in Human Resource Management

**WORK EXPERIENCE**

**Northern Tosrifa Group** Tongi, Gazipur  
**Organizational Development Officer**  **October 2017 – Present**

* Contributed to overall process loss optimization by 7 days per order by developing SOPs from scratch and simplifying organogram of 15 departments
* Accelerated strategic decision making process during pandemic which optimized cost by 9% and efficiency by 3.17% by developing a monthly dashboard reporting system for cost analysis of raw material sourcing to shipping
* Improved work environment for women resulting 1.5 times higher female workforce and 300% increase in grievance against harassment in 2 years by tailoring and conducting Anti-Workplace harassment training
* Contributed to reduced OpEx cost in overall by 12% YoY by implementing manpower analysis and HR accounting modules while mobilizing HR operational activities and introducing paperless system saving HR cost 12% YoY
* Launched “Equality in leadership” pilot project for 26 selective female workers; equipping them with skill diversity training and installing proper Monitoring and Evaluation (M&E) Framework
* Improved ratio of applicants per job posting from a minimum 70:1 to maximum 6000:1 by introducing employer branding and coordinating series of career events and seminars in close contact of career offices of the 15 top universities in the country

**Humane Society International (HSI)** Mohakhali, Dhaka  
**Project Coordinator, Project ‘Shetu’-Dhaka North City Corporation** **(DNCC)** **September 2016 – June 2017**

* Assisted in raising and managing funds worth $200,000 from Humane Society International (HSI) – USAfor piloting a project for humane street dog population control – resulting 80% success rate by managing project team of 3 veterinarian and 8 animal welfare officers and other stake holders (DNCC, HSIUS, and Obhoyaronno)
* Led community education for populace and leadership figures of 9 wards under DNCC on animal welfare and dog life-cycle in street by arranging weekly municipal engagement programs in collaboration with DNCC ward counselors

**NV Cosmetics, Bangladesh** Gulshan, Dhaka  
**Admin and Sales Coordinator** **October 2015- September 2016**

* Managed, analyzed, and delivered daily sales target of BDT 30,000 for the brand from F-commerce only by leading and managing the customer relation operations and business development functions
* Improved the image and loyalty of the brand yielding 30% higher organic reach by establishing and managing regular engagement with influencers and spearheading series of innovative product launch strategies

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**RESEARCH AND PUBLICATION**

* Published a paper titled “**Traveling Alone and Parents Reaction**” for women travelers by arranging 50 parents interview respondents under the supervision of **Dr. Kathrine Li,** Director of External Affairs, North South University
* Published a paper titled **“Beggars Income Effect and Expenditure**” under the supervision of **Mr. Shakil Haider,** with data collected from 100 respondents of street beggars of Dhaka city**.**
* Worked as a data collection and data mining assistant on a paper titled “**Efficiency of e-Social Business:** An empirical study on Bangladesh & India” with **Mr. ASM Shakil Haider,** Doctoral Researcher at Texas Tech University, USA.

**Trainings & Professional Certificate**

* Compensation and Benefit Management, Society for Human resource management (SHRM) August, 2020
* Emotional Intelligence: KEY to Success, Society for Human resource management (SHRM) July, 2020
* HR Accounting, BDjobs June, 2019
* HR Generalist, Malaysian Institute of Human Resource Management (MIHRM) October, 2019
* IELTS Academic: 7.00 December, 2019
* Art and Practice of Leadership, Bangladesh Youth Leadership Center (BYLC), December, 2017

**ENTREPRENEURSHIP AND LEADERSHIP**

* Facilitated the e-commerce development for “Fashion Optics”, the biggest and oldest optical brand in Bangladesh by conducting market research and managing the vendors and the brand owners (May, 2020 – September, 2020)
* Led ‘Project Biborton’ on behalf of JCI Dhaka West; launching ‘Mental Health and Fitness in COVID-19’ program resulting into total participation of 10,000 JCI Members and General Participants across 4 sessions on mental health and fitness (June, 2020)
* Managed investor relations for the skill development program of intellectually disabled people with Down Syndrome Society, Bangladesh (February 2019-Present)