**Sharfiat Jahan A person posing for a photo

Description automatically generated**Address: A-5, Plot-617, Avenue-02, Road-10, Mirpur DOHS,

Dhaka 1216  
Mobile: 01708484403   
Email: sharfiatjahan@gmail.com

**Career Objectives**

To work for an organization which will help me explore my capabilities and provides me with the opportunity to enhance my skills and knowledge to growth along with the organization objective.  
  
**Personal Qualifications**

* Highly motivated and eager to learn new things.
* Strong motivational and leadership skills.
* Ability to work under pressure.
* Good communication skill in both writing and verbal.
* Ability to work as an individual as well as a group.

**Academic Qualifications**

**Executive Master of Business Administration (EMBA)**  
Human Resource Management  
Independent University of Bangladesh  
Passing year: Ongoing  
CGPA: 3.65 out of 4  
 **Bachelor of Pharmacy (BPharm)**North South University   
Passing year: 2015  
CGPA: 3.72 out of 4  
Received prestigious Magna Cum Laude award in the 19th convocation of North South University

**Higher Secondary School Certificate (HSC)**  
Science  
BAF Shaheen College, Dhaka  
Passing year: 2009  
CGPA: 4.8 out of 5.00

**Secondary School Certificate (SSC)**Science

BAF Shaheen School  
Passing year: 2007  
CGPA: 5.00 out of 5.00

**Experience:**

Senior Executive, HR & Admin (January 01, 2017-Present) at **Grey Advertising Bangladesh**

* Performed Payroll Management, Management Trainee, Admin Staff, Intern, Freelancer Salary. Expat Payroll own the responsibility of Employee Orientation, Placement, & Separation Process.
* Prepared and placed all advertisements for recruitment, assessed with the interviewee Conducting trainings
* Maintain internal control policy and documentation, and provide audit supports to external auditors during annual SOX audit of the HR records
* Performance management
* Maintained and regularly updating master database (personal file, personal database, etc.) of each employee
* Expatriate management, arrange the work permit & visa, compensation benefits, E visa & data base management of expatriates.
* Prepare annual leave statement for individual employees & yearly travel management for all the employee

HR & Admin Officer (November 2015 – December 2016) at **HURDCO International School**

* Perform admission related work
* Payroll management
* Daily purchasing both pantry items and stationaries
* Conducting meeting and trainings

**Skills**Operating system: Windows7, windows 10  
Applications: Microsoft Office, some basic software.  
Interpersonal communication, written communication, Teamwork  
  
**Language Proficiency**Bengali: Good command in speaking, reading and writing.  
English: Good Command in speaking, reading and writing.  
**Personal Information**  
Father’s Name: M. Shahjahan Sarker  
Mother’s Name: Nazma Khanam  
Permanent address: A-5, Plot-617, Avenue-02, Road-10, Mirpur DOHS, Dhaka 1216  
Date of Birth: 19th September, 1992  
Religion: Islam  
Nationality: Bangladeshi   
   
**Reference**

* **Asaduzzaman Swaraj**  
  N.M. Asaduzzaman, VP Finance (Group), Orion Group  
  Email: swaraj02@hotmail.com

Contact: 01713489680

* **Dr.Hasan Mahmud Reza**

Professor

North South University

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Contact no: 01715885651