**Jahanara Quraishi**

**Address:** House no: 263 (4th floor) Road no: 06 CDA R/A, Agrabad, Chittagong

**Email**: [quraishi.qj@gmail.com](mailto:quraishi.qj@gmail.com)

**Contact number**: +8801730595363



***Objective***

Goal oriented individual with 2 years of experience in a human resource field. Looking to gain employment as human resource coordinator to utilize my abilities and skills in ensuring an efficient HR unit.

***Employment history***

* **March, 2018-Present:** Working in MGH Group, Chittagong Bangladesh

**Designation:** Executive, HR

* Work with company Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
* Direct all hiring and training procedures for new employees.
* Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive.
* Preparing letters such as offer and confirmation.
* Follow up of confirmation records statutory obligations - PF, taxes, gratuity, LTA, bonus etc.
* Processing employee Master data: updating employee master data in SAP, New hire setup, Transfer, Personal details, Bank details etc.
* **March, 2015 – Dec, 2015:** Grameenphone LTD

Customer Manager

* Sell products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Working to monthly sales and revenue targets as set by the sales manager

***Accomplishment***

* Raise employee retention rates by 15% through implementation of new incentive program and bonus structure.
* I have managed to minimize company cost more than a lakh per annum by critically analyzing the data and eliminating unnecessary positions, merging responsibilities with the existing positions.
* Implemented an orientation program in different universities that increased knowledge and improved retention.

***Typical characteristics***

* **Leadership:** outstanding in people management, delegate right jobs for right people and arrange work in a scientific manner
* **Flexibility:** willing to learn and adapting quickly to the environment and variation
* **Communication skills:** negotiating and presenting proficiency
* **Team work:** Discipline, work well both in team and independence
* **Research skill:** analyze and synthesize information to serve certain objectives
* Careful, meticulous, hardworking and fast learning

***Certification***

|  |  |  |
| --- | --- | --- |
| **Chittagong Independent University** | | |
| Masters of Business Administration (MBA)  (3.30 out of 4)  Major: Human Resource Management | | April, 2017 |
| **East Delta University,** | | |
| Bachelor in English  (3.33 out of 4) | | Dec, 2014 |
|  |
| **Govt. City College, Chittagong** | | |
| Higher Secondary Certificate (HSC)  (4.20 out of 5) | | July, 2009 |
| Group: Business Administration | |  |
| **Agrabad Govt. Colony High School** | | |
| Secondary School Certificate (SSC)  (4.75 out of 5) | | June, 2007 |
| Group: Business Administration | |  |

***Other Skills***

* **Language skills** Possess strong verbal and written communication skill in English and Bangla.
* **Computer literacy** Microsoft Office: Word, Excel, Power Point, Internet and Application of Internet.

***Personal Information***

**Father’s Name:** MD. Abul Bashar

**Mother’s Name:** Jannatul Ferdous

**Date of Birth:** 14th February, 1992

**Marital Status:** Single

**Nationality:** Bangladeshi

**NID No:** 283 285 2368

**I ensure that the above declared things are correct and true to the best of my knowledge.**