**Suraia Sultana**

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Dhaka, Bangladesh

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**Career Objective**

Seeking to work in an environment, where I can utilize my dedication to perform, gain experience and utilize my knowledge on the system.

**Work Experience**

**Designation: Factory HR Officer (1st August, 2019- Till now)**

**Workplace:** Nestle Bangladesh Limited

**Responsibilities:**

* Coordinate in recruitment & selection process of various functions by arranging Interview sessions, calling candidates, onboarding candidates and assist in Recruitment process.
* Plan and conduct Orientation of new joiners, assist in data preparation for Final settlement of resigned/ dismissed/ expired employees and update personal files of new and existing employees.
* Looking after compensation and Benefits.
* Participate in development of HR Objectives and systems and administrative work.
* Assist in developing and executing personnel guidelines and Policies, providing guidance and interpretation for business operations.
* Assist in development of Administrative work.
* Handle all administrative tasks for on-boarding including entering data into company systems.
* Assist in preparing documents related to admission letter, appointment letter, confirmation letter, Increment letter, promotion letter, salary certificate and experience letter for the employees.
* Ensuring Medical Bill reimbursement of all employees along with salary.
* Preparing ASR (Annual Salary review) of all Non-Management employees.
* Conducting Mandatory Training programs to employees after joining.
* Arranging and co-ordinating Training programs of all Departments.

**Achievement and Projects**

* Successfully launched a new system for on-boarding as well as exit of an employee while applicable for Non-Management employees.
* Developed structured OT sheets guideline for recording Overtime for Wages processing.
* Developed Leave book for the Non-Management employees.
* Developed policy for Overtime record process and standard procedure for Wages processing.
* Developed recording of attendance of employees working from home in system.
* Ensured updated leave recording system.

**Designation: Trainee Executive, Customer Service (28th March-30th July,2019)**

**Workplace:** Bangladesh Express Co. Ltd. **(**MGH Group)

**Responsibilities:**

* Handling customers’ queries.

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| * Contribution in import booking and escalation * Booking shipment follow-up to delivery * Maintaining report and doing other CS task |
| |  | | --- | | **Designation: Intern, HR Division** **( 10th September,2018-9th December,2018)** | | **Workplace:** BRAC Bank Ltd | | **Responsibilities:** | | * Contribution in different training roll out * Internal and external resource management for conducting training * Managing systems for employee development assessment | |  | |  | |

**Academic Qualification**

**Bachelor of Business Administration (BBA),** CGPA: 3.43 **2014- 2018**

**North South University,**

**Major:** Marketing & HRM

**Higher Secondary Certificate (HSC),** GPA: 5.00 (all subjects) **2010-2012**

**Govt. Hazi Mohammad Mohsin College, Chittagong**

Business Studies

**Secondary School Certificate (SSC),** GPA: 5.00 (all subjects) **2008- 2010**

**Bangladesh Mohila Samity Girls’ High (BAWA) School & College, Chittagong**

Business Studies

**Awards & Extra Curricular Activities**

* CSCA( Certified Supply Chain Analyst)

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|  Former Senior Member of The Marketing Club |  |
|  Former Contributor in Club Fair |  |
|  Former Member of Organizing Team of #Marketing V3 |  |
|  Former Member of Organizing Team of Elemental Interactive Grooming Sessions | |
|  Former Member of Organizing Team in the 25 years’ celebration of North South University | |

* Winner of 60% Scholarship in 2018 ISCEA Prize (Global supply Chain Case Competition).
* Achieved Certificate of Appreciation for #Marketing V3.
* Achieved Certificate of appreciation for Elemental Interactive Grooming Sessions.
* Achieved Board Scholarship for excellent result in H.S.C and S.S.C.
* Achieved Sonali Bank Scholarship in 2010and 2012for both S.S.C. and H.S.C.

**Computer Literacy**

* MS Office
* Windows Operating System
* Microsoft Outlook
* Skype
* Microsoft Teams

**References**

Can be provided more on request.