**CAREER OBJECTIVE**

**TAHERA SHAFA ESHA**

**ADDRESS**

:

Middle Badda post office Goli DHAKA

**MOBILE**

**:**

01985783143

**E**

**-**

**MAIL**

**:**

eshaso123@gmail.com



Searching for a position in a dynamic, well established organization where I can establish myself as an efficient promising professional through skills, sincerity and honesty.

**EDUCATIONAL QUALIFICATIONS**

**International masters Of Business Administration (IMBA)**

**Minjiang University (NBS) (Fuzhou,China)**

**Major:** InternationalHuman Resources Management (IHRM)

**Status:** complete

**Bachelor of Business Administration (BBA)**

[**ATISH DIPANKAR UNIVERSITY OF SCIENCE AND TECHNOLOGY**](http://ccs.infospace.com/ClickHandler.ashx?ld=20160320&app=1&c=speeddial2&s=speeddial&rc=speeddial2&dc=&euip=103.245.206.174&pvaid=12ee57177fc5403e81cbdb84e1859394&dt=Desktop&fct.uid=b58f845f73cf47a3bc57a599ae7bc45b&en=F9yKYkSQXFl2SJeJVGYXC%2fw3u4MZxkmX%2ffTGUOuvTjRj3%2fUqv7Qddg%3d%3d&du=www.atishdipankaruniversity.edu.bd&ru=http%3a%2f%2fwww.atishdipankaruniversity.edu.bd%2f&ap=4&coi=1494&cop=main-title&npp=4&p=0&pp=0&ep=4&mid=9&hash=0E3DD4E8B7F473CB90E5CD51FC7D465D)

**Dual Major**: Dual Major, Human Resources Management (HRM) and Accounting

**Status**: Completed all university courses (including internship)

**CGP**: 3.62 out of 4.00

**Higher Secondary School Certificate (H.S.C.)**

**NATIONAL COLLEGE**

**Group:** Business Studies, **GPA:** 4.00 out of 5.00

**Passing year: 2011**

**Board:** Dhaka

**Secondary School Certificate (S.S.C.)**

**T&T ADARSHA GIRLS HIGH SCHOOL**

**Group:** Business Studies, **GPA:** 3.56 out of 5.00

**Passing year:** 2009

**Board:** Dhaka

# WORK EXPERIENCE

**HR & Accounts Executive** **| F.A.R Group** | January2020 to till now

FAR Group was established in 1993 FAR Group is a rising star in the industrial sector. The Group have been exporting readymade sweater to Europe, America and Canada as per requirement. FAR Group that began with M.L. Dyeing eventually gave rise to the birth of R.N Spinning Mills, FAR Chemical ensuring. Additionally, the Group has also invested in the Real Estates, Tourism and Construction Sectors under the subsidiaries FAR Homes Ltd, Hotel Royal Tower and ML Steel Mills Ltd.

**Job Responsibilities**

* Develop, implement and monitor overall HR strategies, systems, procedures and initiatives aligned with the overall business strategy.

## Execute day-to-day HR functions that include recruitment & selection process, leave & attendance management, Payroll Management, employee final settlement procedure, Performance Appraisal etc.

* Drafting office orders, reports, notes, notices, circulars, e-mails, letters, policies, meeting minutes and any other issues finalizing and circulating as per instruction.
* Work assigned by the supervisor.

## **HR Executive** | **International Trimmings & Labels Bangladesh** | June 2016 to 2018 April

The International Trimmings & Labels (ITL) Group is a global designer, manufacturer and distributor of apparel branding products with operations and offices over ten countries and is a truly global supplier to many of the best known global clothing retailers and brands

**Job Responsibilities**

* Recruitment duties including liaising with recruitment agencies/ local newspaper establishments in placing job adverts were mandate
* Grading resumes based on the compatibility with job description, Conducting preliminary interviews of candidates and resume screening process by preparing a standard evaluation report
* Handling and preparation of offer, appointment, confirmation and termination documents for all head office and factory executives
* Preparing budgetary reports for new heads requirements for both factory and head office
* Ensuring company HR procedures comply with Bangladesh labour low and compliance requirement and notify management arears where developments required
* Maintaining staff personal files
* Check and verify monthly Salary and Overtime schedules before forwarding Finance team for payment processing

**THREE MONTH INTERNSHIP - HR DEPARTMENT | Square Pharmaceuticals Limited**

Square Pharmaceuticals Ltd., the flagship company, is holding the strong leadership position in the pharmaceutical industry of Bangladesh since 1985 and is now on its way to becoming a high performance global player

* Assisting in HR department on day to day functions where required, Checked on pre employee document
* Assisting in cv selection process and cv sorting
* Assisting recruitment and selection team
* Generating various reports and data input in SAP ERP system
* Assisting training and Development team
* Prepare appointment and confirmation letters
* Assisting field force team

# CERTIFICATIONS AND ACHIEVEMENTS

* Complete 6month long certificate course on MS word conducted by Bangladesh Technical education board - **Grade : A+**
* Certification of **best disciplined student** (College)
* Participate in business Plan exhibition competition in 2015

# OTHER QUALIFICATIONS

* **Completed a two month certificate course on TV News Presentation** conducted by Bangladesh institute of journalism and electronic media (BIJEM)
* Attended a two week long workshop titled standard pronunciation organized by cultural organization of Dhaka University

# EXTRA-CURRICULAR ACTIVITIES

* Secretary at Atish Dipankar University Business Club
* President at Atish Dipankar University Cultural Club

# SKILLS AND COMPETENCES

* Excellent knowledge in MS Office
* Excellent reading, writing and speaking ability both in Bengali and English

**Self-Assessment:** I am smart, energetic, and disciplined individual with strong interpersonal skills, ability to work with people from different backgrounds and cultural customs, willing to take challenges and a great team player.

# PERSONAL DETAILS

Father’s Name: S.M.Azim

Mother’s Name: Hosna Shafa

Permanent Address: Post office Goli, Badda, gulshan Dhaka

Date of birth: 25 June 1994

Nationality: Bangladeshi

Religion: Muslim

Marital status: Unmarried

Blood Group: A-

# REFERENCE

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| --- | --- |
| Dr.MdAnwar Hossain Munshi  M.B.B.S(D.U),M.P.H(DU)  Former Joint Secretary ,  Ministry of Health and Family Welfare .Govt. Of Bangladesh.  Mobile:01711057535 | Fakhrul Hasan  Square Pharmaceuticals Limited  Human Resource  Square  Mobile:01730331235 |

I do here by certify that the above particulars furnished by me are true and accurate.

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**TAHERA SHAFA ESHA**