**Dewan Tasmia Hasan**

Add: Dia Homes, 41/26, Zigatola, New Road, Dhaka-1209

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Eager to acquire a position that is open to opportunity to utilize my organizational and management skills, diligence and knowledge to help for the betterment of the company while providing opportunities to learn and grow as a professional.

**Working Experiences:**

* Working as **Head of HR and Admin** at **Wordbridge School, Younus Group** (July 2018-till date)

**Duties/Responsibilities:**

**HR**

1. To post jobs ads on bdjobs
2. To prepare JD and ToR for advertisement
3. To process job application forms, including obtaining references, inviting candidates for interviews, writing to those applicants who were not invited for interview.
4. To coordinate with the tests and interview procedures of the selected candidates.
5. To give induction and orientation to the new employees.
6. To develop, plan, and implement human resources policies, procedures, and best practices.
7. To deal with attendance and absence records and enter these on the database.
8. To prepare payroll for teachers and regular office employees.
9. Training needs assessment of the teachers and regular employees.
10. To develop performance scoring system to assess the performance of teachers and staff.
11. To regularly work on employee retention.
12. To improve employee relations with better service and systems.
13. To develop a systematic method of talent identification.
14. To maintain and filing of the PCFs.

**Admin**

1. To liaise with parents, teachers, academic coordinators, director and chairman.
2. To give information and assistance on a wide variety of school matters to parents, children, teachers, other schools and to answer general enquiries.
3. To be the first point of contact for telephone and answer phone messages and enquiries.
4. To compose and word process correspondence, letters/notices to external organisations, letters to parents about visits, activities and trips etc.
5. To reproduce and collate documents.
6. To undertake routine office management.
7. To draft various notices/memos for official purpose as well as for students.
8. To assist in the production of school newsletters.
9. To write the content of the school website and regularly update it.
10. To manage every process regarding students’ admission.
11. To coordinate in making ID cards and distributing necessary logistics to the new employees.
12. To maintain attendance and leave of teachers and other staffs.
13. To assist in the maintenance of pupil records on the computer.
14. To support the printing and distribution of pupil annual reports.
15. To send text messages to parents, teachers and staffs using Education Information Management System (EIMS)
16. To collect money and monitor the progress of payment for trips, visits, photographs, extracurricular activities and so on.
17. To liaise with the finance officer to ensure the proper collection and banking of all money received by the school.
18. To attend various school programs as an emcee.
19. To assist with other duties, commensurate with current grade and responsibilities, as reasonably directed by the Director/Principal/Vice Principal.

**Admission**

1. To maintain up-to-date class lists and admission files.
2. Handling admission enquiries from parents/guardians.
3. Handling every step of admission formalities.
4. Update new student information on EIMS.

**Additional Responsibilities:**

Given the role as Disciplinary Committee Head which requires constant monitoring of both teachers’ and students’ affairs and report it to the higher management for undertaking necessary actions.

**Previous experiences:**

* Worked as **Senior Executive, HR** at **York Hospital Ltd.** (March 2018–June 2018)

**Duties/Responsibilities:**

1. Dealing with HR issues, Documentation, Record Keeping & Report writing.
2. Drafting different types of letters/memo both in English & Bangla.
3. Organize events like meeting, seminars etc.
4. Public Relations & Inter Department Coordination.
5. Responsible for payment of utility & others bills with the help of A/C department.
6. Identify training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments.
7. Policy, procedure formulation & its implementation; Program formulation & implementation; Work on performance improvement plan; Work on HR Development.
8. Directing the needs assessment for training, staff development & to enhance the effectiveness of employee performance in achieving the goals and objectives of the company.
9. Identifies/incorporates best practices and lessons learned into program plans.
10. Providing a broad range of consultative services to all levels of employees regarding policies and procedures.
11. Designing and developing HR training programs for management and employees.
12. Developing learning activities, audio-visual materials, instructor guides and lesson plans.

* Worked as **HR Executive** at **USAID Agriculture Extension Support Activity, Dhaka Ahsania Mission** (September 2016 – February 2018)

**Duties/Responsibilities:**

1. Recruitment & Selection Process
2. Staff Transition, coordination & documentations
3. Maintenance of Personal Confidential Files (PCF), Leave file & MIS System
4. Information collection, clarification of different policies & procedure of HR manual, counseling, HR audit response etc.
5. Report preparation on assigned tasks
6. Making JD, Terms of Reference, Sole Source Justification, Consultant Contract
7. Payroll Maintenance
8. Leave, Time Sheet, Insurance Base file & File Log maintenance
9. Various Letters (Contract Renewal, Transfer, Confirmation, Show cause, Promotion & Re-designation, Release, Experience Certificate, Warning, Resignation Acceptance, Termination, Extension, Separation and Increment) drafting
10. Drafting File Note for approval from the higher signatories for various policy related issues
11. Meeting Audit Requirements
12. Investigating and then drafting report on harassment/abuse cases
13. Communicating with employees from regional and district offices to meet their HR issues on daily basis

**Additional Responsibilities:**

1. Writing, compiling and editing quarterly M&E report
2. Primary data analysis to develop narratives
3. Writing Case Studies
4. Literature review of various reports
5. Developing Terms of Reference
6. Proofreading and translating different reports as per assigned by the Chief of Party (CoP)

* **Executive Assistant** at **India-Bangladesh Chamber of Commerce & Industry** (June 2013-September 2016)

**Duties/Responsibilities:**

1. Completing daily office responsibilities such as answering phone calls, filling requests, recording reservations, mailing membership packages, maintaining lists, etc.
2. Managing social media, website advertising, and various other forms of communication.
3. Maintaining the daily schedule of the Chamber’s Secretary.
4. Preparing agendas and recording minutes.
5. Researching and drafting monthly reports and newsletters.
6. Managing the front desk and display area.
7. Handling confidential information in a professional and discreet manner.
8. Continuously improving office functionality.
9. Engaging in positive relations with members and sponsors.
10. Arrange visa application letters for the members from High Commissions of India
11. Dealing with the trade disputes with the assistance of the Chamber’s Secretary.
12. Responsible for maintaining media contacts and mailing lists.
13. Maintain calendar of events.
14. Coordinate special projects as assigned.
15. Maintain files for committees and for the Secretary.
16. Draft letters and answer correspondence for Secretary as directed.
17. Assisting in planning and logistics for all kinds of events, seminars and meetings.
18. Assessing event objectives and determine most cost-effective means to deliver results.
19. Establishing vendor relationships and preferred vendor pricing for all aspects of event planning.

* **Program Development Officer** at **GMark Consulting Ltd**. (March 2011-July2011)

**Duties/Responsibilities:**

1. Provide coordination, management and development of business planning activities across countries and sectors.
2. Engage in and improve institutional systems that facilitate the proposal process by:

* Forecasting upcoming business opportunities;
* Employing templates and tools for proposal development;
* Working to smooth collaboration across the organization in the functionality of proposal team methodologies;

1. Coordinating and participating in planning/status meetings to ensure proper adherence to good proposal management practices;
2. Develop proposal design strategy;
3. Identify and contract technical consultants as needed;
4. Coordinate with the Budget Unit to align the proposed staff, activities and interventions with the development of a compliant and competitive budget and cost proposal;
5. Coordinate with the Proposal Development Specialist the proposal calendar and schedule for preparation and processing of required documents, representations and certifications, and the involvement of other organizational units (i.e., Information and Communications Unit, Human Resources, etc.);
6. Engage in quality control for proposal review
7. Work with the technical staff and the personnel office to identify long-term and short-term consultants for GMark projects.
8. Participate in organizational representation for GMark by attending and contributing to association meetings and donor seminars and briefings and other outreach efforts.

* **Research Assistant** at **Socio-Economic Research Development Initiative (SERDI)** on the Climate Change project (October 2010-February 2011)

**Duties/Responsibilities:**

1. Assisting with social research on Building Capacity of Farming Communities in Cambodia, Laos, Bangladesh and India to Adapt to Climate Change funded by CSIRO Australia.
2. Assisting with the preparation of organizing focus group discussion, conducting field survey, collecting primary and secondary data, editing and writing report on field findings.
3. Synchronizing different components of the project and to monitor and evaluate the progress along with the other team members and team leader.
4. Preparing literature reviews.
5. Gathering and analyzing data.
6. Managing and replying to project-related correspondence.
7. Attending project meetings.
8. Assisting in the acquisition of research materials.
9. Preparing other articles, reports, and presentations.
10. Performing routine clerical duties as instructed, if essential to the research activities of the supervisor or project to which the research assistant is assigned.
11. Assisting in administrative duties such as completing reports.
12. Performing other duties as assigned by the team leader.

**Training Received:**

* ***Leadership for 21st Century*** organized by Bangladesh-Japan Training Institute (bjti) on 10 March, 2018 held in bjti.
* ***Partner Capacity Enhancement in Logistics (PARCEL) Training*** organized by OXFAM Bangladesh from 20-24 Aug, 2017 held in BRAC Centre for Development & Management, Savar.
* ***Strategic Sourcing in Procurement*** organized by BRAC Institute of Governance &Development (BIGD) on 19 Aug, 2017 held in BIGD.
* ***Professional Development*** organized byWordbridge School on 30 January, 2021 held in Wordbridge School.

**Workshop Attended:**

Teachers Training Workshop on ***VAK (Visual, Auditory and Kinesthetic) teaching method and Bloom’s Taxonomy teaching method*** organized by Wordbridge School from 2-3 Jul, 2018 held in Wordbridge School.

**Education:**

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| **Master in Professional Human Resources Management (MPHRM)**  Expected Year of Passing: 2021  Status: Ongoing  University of Dhaka | |
| **Master in Development Studies**  Year: 2013 (CGPA 3.26 out of scale 4)  North South University | **Bachelor of Science in Economics**  Year: 2010 (CGPA 3.14 out of scale 4)  North South University |
| **Advanced Level (A’ Level)**  Year: 2005 (GPA 3.5 out of scale 5)  Mastermind School | **Ordinary Level (O’ Level)**  Year: 2003 (4 out of scale 5)  Mastermind School |

**Other qualifications:**

Completed International English Language Testing System **(IELTS)**

Year: 2018 (Overall Score: **7/9**; Reading: 7.5/9, Listening: 7.5/9, Speaking: 7/9, Writing: 6.5/9)

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| **Skills:**   * Excellent analytical and report writing skill * Ability and experience to develop and maintain effective communication and working relationship * Excellent spoken and written communication skills in both English and Bangla * Strong in use of personal computer. (MS word, MS excel, MS Powerpoint & MS picture viewer) * Skilled in internet browsing & online researching | **Competencies:**   * Interpersonal skills with cultural sensitivity * Team-oriented attitude * Proactive, dynamic and flexible * Strategic and analytical thinking ability * Ability to work independently and under pressure * Leadership quality * Managerial Skill * Strong Sense of Ownership * Multitasking ability * Empowering team members |

**Personal Interests:**

* Aficionado of East Asian movies/dramas (mainly Korean and Japanese)
* Listening music of all genres from around the world.
* Reading classic Bangla & Russian novels and stories
* Travelling and exploring new cultures and meeting new people.
* Exploring and tasting exotic food from various countries.
* Writing reviews on movies and dramas.

**Personal Information:**

Father’s name: Dewan Nazmul Hasan

Mother’s name: Nazmatul Zannat

Date of Birth: 4 October, 1986

Nationality: Bangladeshi

Religion: Islam

Marital Status: Unmarried

Blood Group: O+

**References:**

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| **Mr. Khandaker Ahsanul Alam** HR Manager American Embassy Employees' Association  Address: Rd No 70, Dhaka 1212  Cell: 01755652716 Tel: +880 2-9842025 Email: ahsan2504@gmail.com Web: www.aeeadhaka.org | **Nargis Akhter**  Senior Manager – Human Resources  BATA Shoe Company (Bangladesh) Limited.  Tongi, Gazipur-1710, Bangladesh  Phone: +880 2-9810501-5, Ext-219  Fax: +88 02 9810511  Cell: 01914077187, 01713115771  Email: [shathy\_reza@yahoo.com](mailto:shathy_reza@yahoo.com); nargis.akhter@bata.com  Web: www.batabd.com |
| **Bidyuth K. Mahalder**  National Programme Coordinator  FAO, UN  House # 37, Road 8, Dhanmondi R/A,  Dhaka-1205  Mobile: 01715662517  Tel: 88-02-8118015  Email: [bidyuth.mahalder@gmail.com](mailto:bidyuth.mahalder@gmail.com)  bidyuth.mahalder@fao.org  Web: www.fao.org/bangladesh | **Mr. Jahangir-Bin-Alam** Former Secretary  India Bangladesh Chamber of Commerce & Industry (IBCCI) Rupayan Centre (16th Floor), 72, Mohakhali C/A, Dhaka-1212 Email: jbalam44@yahoo.com Cell: 01713015289 Phone: +88-02-9858527 Fax: +88-02-8817345, 9883121 Website: www.ibcci.net |