**Robaiya Tasnim Khan,**

Email: [tasnim.tonu13@gmail.com](mailto:tasnim.tonu13@gmail.com).

Mobile: 01701343074

**Career objective:**

An extrovert Human Resource Management graduate having a strong ambition of proving myself in the competitive corporate field. With the thirst of becoming successful want to work as an employee, help the company grow and interact with different kinds of people. Eger to work in vibrant, creative and challenging environment where employees are valued.

**Educational Qualification:**

|  |  |  |
| --- | --- | --- |
| **Degree Detail** | **Year** | **CGPA** |
| Post Graduation Diploma (PGD), Major in Human Resource Management (HRM), AIUB-BSHRM | 2020 | Appeared |
| Bachelor of Business Administration (BBA), Major in Human Resource Management (HRM), North South University, Bashundhara, Dhaka-1229 | 2018 | 3.24 |
| Higher Secondary Certificate (HSC), Group: Science, Dhaka City College, Dhaka | 2013 | 5.00 |
| Secondary School Certificate (SSC), Group : Science, Mohammadpur Preparatory School, Dhaka | 2011 | 5.00 |

**Academic Achievements**

75% financial aid receiver in North South University

**Work Experiences**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Company Name** | **Department** | **Responsibilities** | **Year** |
| Internship | Square Pharmaceuticals Ltd. | Human Resource Department | To oversee the recruitment, training, compensation and benefits of SQUARE Pharmaceuticals Ltd. | October 2018- December 2018 |
| Gentle Women Cadet | Bangladesh Army | Bangladesh Military Academy | To prepare myself as an honest soldier through physical and educational training. | July 2014- August 2014 |
| Guest Worker | North South University | Dean Office, School of Business & Economics | Assist the dean in degree review, communicate and coordinate with other department on behalf of dean. | September 2019- February 2020 |
| Officer | Healthcare Pharmaceuticals Ltd. | Commercial | Conduct the local purchase | February 2020- Present |

**Academic Projects**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **Course Code** | **Academics** | **Project Title & Brief Discussion** |
| Strategic Human Resource Management | HRM480 | BBA | Employee Engagement in Bangladesh  Indentifying the relationship between employee engagement and human resource management. |
| Managerial Skill Development | HRM370 | BBA | Skill Development  Developing technological skill like excel, Microsoft word, making presentation on prezi. |

**Soft Skills**

|  |  |
| --- | --- |
| Good Communication (written & verbal ) | Capability of leading a team as leader |
| Time management skills | Excellent in independent and team work |
| Strategic planning skills | Creative problem solving skills |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical Skills** | **Specification** | | | |
| **Software** | **Beginner** | **Moderate** | **Intermediary** | **Excellent** |
| MS PowerPoint |  |  |  |  |
| MS Word |  |  |  |  |
| MS Excel |  |  |  |  |

**Language Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Specification** | | |
|  | **Reading** | **Writing** | **Speaking** |
| **English** | Fluent | Fluent | Fluent |
| **Bangla** | Fluent | Fluent | Fluent |

**Extra-Curricular Actives:**

* General member of Bangladesh Society for Human Resource Management.
* Former senior member – NSU HR Club (2016-2017)
* Got 1st prize on face painting in “Surfexcel Protivar Lorai” nationally.
* Basketball player in Bangladesh Military Academy.

**References:**

**Md. Masudul Alam**

Senior Manager

SQUARE Pharmaceuticals Ltd.

Mobile: 0173243576

**Dr. Jashim Uddin Ahmed**

Professor & Acting Dean

North South University

Mobile: 01744994488