



# OISARJO TARAFDER

HR MANAGER

## CONTACT

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📍 shyamoli, dhaka

## EDUCATION

2023 - 2024

BRAC UNIVERSITY

- MBA

2017 - 2021

DAFFODIL INTERNATIONAL UNIVERSITY

- BSC in Civil Engineering
- GPA: 3.55 / 4.0

2016

SHAH SULTAN COLLAGE

- H.S.C - 4.67/5.00

2014

BOGRA GOVT GIRLS HIGH SCHOOL

- S.S.C - 5.00/5.00

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English (Fluent)
- Bangla (Fluent)
- Hindi (Intermediate)

## PROFILE

I am a civil engineer and MBA candidate blending technical expertise with strategic insight to deliver sustainable, impactful solutions in construction and infrastructure. Focused on project management, resource optimization, and cross-functional leadership, I seek to drive quality and innovation in forward-thinking organizations.

## WORK EXPERIENCE

### TAHAMS

AUG 2024 -

HR Manager

PRESENT

- Develop and implement hiring strategies for creative talents.
- Design onboarding programs and arrange training sessions.
- Manage and mediate conflicts among teams.
- Support diversity and inclusion initiatives.

### UDPS - NGO

DEC2023- JUL2024

HR Assistant manager

- Develop and execute recruitment plans to attract suitable candidates for roles within the NGO.
- Identify training needs and coordinate workshops, skill-building sessions, and development programs for employees and volunteers.
- Develop performance appraisal processes.

### Paperfly

FEB2023 -

Executive

OCT2023

- Manages inventories and transportation/distribution.
- Develops new solutions.
- Identifies process improvement opportunities.
- Ensures seamless operations and excellent service.

### Miss & Mrs

MAR2022 -

Social media manager

OCT2022

- Ensures smooth client experience.
- Cultivates trust and loyalty through individual care
- Develops strong client connections.
- Handles inquiries professionally.

## REFERENCE

D r. M. hannan mahmud khan

DIU / Proffesor

Email : drhannan.ce.diu.edu.bd

Arifa akhter

DIU / Lecture

Phone 01612789686