

## Curriculum Vitae of Tahera Siddiqua

Tahera Siddiqua

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### CAREER OBJECTIVES :

I would like to have an opportunity to be employed in that position where I can implement my skills which would help to maximize the output of the company and thus to build up myself as dynamic, energetic, ambitious, good oriented and enthusiastic employee through work and technology.

### SPECIALIZATION:

I am experienced in the following functional areas departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.

## Experience

1. I am now working as a **Jr. Executive, HR at Rex Systems** from 03-02-2017 to continue.

Where my roles & responsibilities are shown in below:

- Manage recruitment and selection of staff
- Plan and conduct new employee orientation
- Administer compensation and benefits
- Support annual salary review with HR professional network
- Handle employee complaints, grievances and disputes
- Administer employee discipline processes
- Conduct exit interviews
- Review and update employee rules and regulations
- Maintain knowledge of legal requirements and organizational governance affecting HR functions.
- Employee services and counseling.

## LANGUAGES

Type	Spoken	Writing	Listening
English	Medium	Medium	Skilled
Bengali	Skilled	Skilled	Skilled
Hindi	Medium	N/A	Skilled

## EDUCATIONAL QUALIFICATIONS:

Exam Title	Concentration/Major	Institute	CGPA	Pass. Year
BBA	Business Administrator	Dhaka City College, National University	3.01	2015
H.S.C	Commerce	Lalmatia Mohila College	3.30	2010
S.S.C	Science Group	Bheramara Girls High School	3.50	2008

## PERSONAL DETAILS:

Father's Name	: Md Rafiqul Haque
Mother's Name	: Mst. Bilik Akter
Permanent Address	: Village: Khazanagor, P.O: Bottoil, Kushtia
Present Address	: 429/2/A, South Paikpara, Mirpur,Dhaka
Date of Birth	: 05 March 1992
Religion	: Muslim (Sunni)
Marital Status	: Married
Gender	: Female
Nationality	: Bangladeshi (By Birth)
Blood Group	: B+

## HOBBIES AND INTERESTS :

Reading, Internet Browsing, Traveling.

## **REFEREES:**

**1. Md. Ahsan Habib, Chairman**  
**Dept of ICT**  
**Mawlana Bhashani Science and Technology University**

**2. Md.Reazaul Karim**  
**Principal Software Engineer**  
**ReliSource Technologies Ltd.**

## **DECLARATION:**

I do hereby declare that the above information is true and correct to the best of my Knowledge.

Date:

Signature