SHAMIUL KARIM

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EXPERIENCE

Intern   (Sept 2023 – April 2024)
Group HR, City Group.

- **Data Management & Reporting:** Managed daily recruitment records and maintained the HRIS, tracking metrics such performance ratings, and headcount analysis. Prepared detailed reports on employee performance and manpower needs.

- **Documentation**: Prepared and maintained HR documentation, including job descriptions, and onboarding materials, ensuring compliance with company policies and legal requirements.

- **Payroll Support**: Assisted in payroll tasks by calculating overtime hours, tracking attendance, and processing travel and daily allowances (TA/DA), ensuring accurate and timely payroll disbursement.

- **Recruitment:** Led the recruitment process from candidate sourcing to final hiring, including coordinating interviews and managing offer letters, effectively fulfilling staffing needs.

SKILLS

Data Analysis:

- Proficient in Microsoft Excel for Data Manipulation, Analysis, and Modeling.
- Familiar with Python (NumPy, Pandas, Matplotlib, Seaborn) and SQL for basic data analysis and querying.

Data Visualization:

- Skilled in Power BI for creating interactive and insightful Data Visualizations.
- Proficient in Adobe Illustrator and Adobe Photoshop for designing professional graphics and infographics.

Software:

- Microsoft Excel
- Microsoft Office Suite
- Power BI
- Adobe Photoshop
- Adobe Illustrator

CERTIFICATE

Certificate of Assessment   (March 2023 - July 2023)
Data Science Certification Program
OSTAD
Certificate ID:A9853

EDUCATION

Bachelor of Business Administration   (Jan 2019-Dec 2023)
Major in Management Information Systems
Shahjalal University of Science & Technology. Sylhet.
CGPA 3.38 (4.00)

Higher Secondary School Certificate   2018
Business Studies
BAF Shaheen College Shamshernagar
GPA 4.75 (5.00)

Secondary School Certificate   2016
Business Studies
BAF Shaheen College Shamshernagar
GPA 4.83 (5.00)

PROJECTS

Learning & Development Dashboard in Microsoft Excel   (Personal Project)
Project Link: https://github.com/shamiulkarim11/Learning_and_Development_Dashboard_in_Microsoft_Excel

- Individual Employee Tracking
- Key Metrics Insights
- Employee Participation Overview

REFERENCE

Md. Kamruzzaman
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