

SHAMIUL KARIM

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EXPERIENCE

Executive, Business Operations
NEXT Ventures

(Sept 2024– Continue)

- **KYC Verifications & Client Issue Resolution:** Ensure accurate KYC verifications and resolve client issues by coordinating with clients and departments for seamless completion.
- **Operational Optimization & Daily Operations:** Streamline daily business operations, optimize processes, and drive efficiency improvements to enhance overall performance.

Intern
Group HR, City Group.

(Sept 2023 – April 2024)

- **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.

CERTIFICATE

Certificate of Assessment
Data Science Certification Program
OSTAD
Certificate ID:A9853

(March 2023 - July 2023)

SKILLS

Data Analysis:

Proficient in Excel for data manipulation and analysis. Familiar with Python (NumPy, Pandas, Matplotlib, Seaborn) and SQL for basic analysis and querying.

Data Visualization:

Skilled in Power BI and Looker Studio for interactive visualizations. Proficient in Adobe Illustrator and Photoshop for graphics and infographics.

Software:

Excel, Office Suite, Power BI, Looker Studio Photoshop, Illustrator.

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

BAF Shaheen College Shamshernagar
Business Studies (GPA 4.75/5.00)

Secondary School Certificate

2016

BAF Shaheen College Shamshernagar
Business Studies (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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