

Tabassum Tahrima Zahan



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EDUCATION

Master of Business Administration (MBA) American International University – Bangladesh

Bachelor of Business Administration (BBA) American International University – Bangladesh

PROFESSIONAL COURSES

Aon HR Learning Centre:

Certified HR Partner Ready

SKILLS

Professional
Teamwork
Communication
Documentation
Planning
Leadership
Time Management
Creativity
Problem-Solving

PROFESSIONAL EXPERIENCE

Assistant Manager, HR & Student Affairs (2018 – Continuing)

BRAC James P Grant School of public Health
Project: Midwifery Education Program.

BRAC University (BRACU) has been implementing the Midwifery Education Program since 2012 with a vision to reduce the maternal and neonatal mortality and morbidity in Bangladesh.

Specific job responsibilities:

Recruitment & Talent Acquisition:

- Managing the recruitment process including sourcing, screening, interviewing, and onboarding new employees
- Review, update, and maintain employee files and HR documents in an efficient, timely, orderly, and confidential manner.
- Develop and implement effective recruitment strategies to attract top talent.

Training & Development:

- Coordinate and facilitate induction training sessions, seminar and workshops

Performance Management:

- Ensure performance appraisal (360-degree feedback) completion on time
- Continuous develop and implement performance improvement plans need basis.

HR Policies & Compliance:

- Ensure compliance with all HR policies, procedures, and legal requirements.
- Regularly review and update HR policies



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| <div>SKILLS</div> <div>Technical</div> <div>ERP</div> <div>Micros</div> <div>Microsoft</div> <div>Outlook</div> <div>Word</div> <div>Excel</div> <div>PowerPoint</div> <div>AWARDS</div> <div>Best Employee</div> <div>Reward 2020</div> <div>Midwifery</div> <div>Education Program</div> | <div>Others HR tasks:</div> <div><ul style="list-style-type: none">Monitoring and keeping records of all attendance and leaves.Conducting reference checks and certificate verification as a part of the recruitment process.Prepare and process timely monthly salary & festival bonusAccomplish all Enterprise Resource Planning (ERP) related activitiesProviding the support documents such as salary certificate, experience certificate, and NOC upon request.Employee separation process.</div> <div>Administrative Support:</div> <div><ul style="list-style-type: none">Arrange and plan official events workshop, seminar, events etc.Arrange domestic and international travel (transport, accommodation, visa processing etc) for employeesManage administrative budgets.</div> <div>Gerry Weber Far East Limited</div> <div>(November 2016-Nov 2018)</div> <div>Administrative Officer</div> <div>Gerry Weber International AG is a fashion manufacturer and retailer based in Halle (Westfalen), North Rhine-Westphalia, Germany. The business which was established in 1973. Gerry Weber Far East limited Liaison office established in Dhaka in 2012.</div> <div>Specific job responsibilities:</div> <div><ul style="list-style-type: none">Coordinate meetings and ensure employees' participationPrepare cash advance for traveling staff, ensure hotel booking and transportation arrangementWork with agency and departments for work permit, police clearance etc maintaining national procedures for expat employeesPurchasing anything for officePrepare daily cash list and bank statementPrepare documents for daily banking purposes such as Cheques and Credit notePrepare, check, or collect vouchers, arrange approval by management, and pay for vendor payments.Collect, check, and pay for expense claim forms made by employeesEnsure updated HR documents and files of all employeesAssist the selection process and ensure the recruitment on time.Provide HR support to employees.Prepare monthly salary and festival bonus sheet.Cooperate with the audit teamOther administrative tasks as per instructions of the management</div> |
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