Tabassum Tahrima Zahan



tabassum_13j@yahoo.com



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

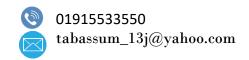
Performance Management:

- 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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SKILLS

Technical

ERP Micros

Microsoft

Outlook Word Excel PowerPoint

AWARDS

Best Employee Reward 2020 Midwifery Education Program

Others HR tasks:

- 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 bonus
- Accomplish all Enterprise Resource Planning (ERP) related activities
- Providing the support documents such as salary certificate, experience certificate, and NOC upon request.
- Employee separation process.

Administrative Support:

- Arrange and plan official events workshop, seminar, events etc.
- Arrange domestic and international travel (transport, accommodation, visa processing etc) for employees
- Manage administrative budgets.

Gerry Weber Far East Limited Administrative Officer (November 2016-Nov 2018)

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.

Specific job responsibilities:

- Coordinate meetings and ensure employees' participation
- Prepare cash advance for traveling staff, ensure hotel booking and transportation arrangement
- Work with agency and departments for work permit, police clearance etc maintaining national procedures for expat employees
- Purchasing anything for office
- Prepare daily cash list and bank statement
- Prepare documents for daily banking purposes such as Cheques and Credit note
- Prepare, check, or collect vouchers, arrange approval by management, and pay for vendor payments.
- Collect, check, and pay for expense claim forms made by employees
- Ensure updated HR documents and files of all employees
- Assist 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 team
- Other administrative tasks as per instructions of the management

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LANGUAGE

Bangla

Native

English

Fluent

OTHER INFORMATION

Date of Birth

January 13, 1989

Nationality

Bangladeshi

Le Meridien, Dhaka Accounts Assistant

(May 2015-July 2016)

Le Meridien is owned by Starwood Hotel and Resorts Worldwide which was acquired by Marriott International in 2016. It is a Hotel & Leisure company.

Specific job responsibilities:

- Coordinate and communicated Supplier regarding payment issues.
- Review all invoices for appropriate documentation and approval
- Ensure correct approval, sorting, coding and matching of invoices.
- Set invoice up for payment
- Preparing and perform cheque run.
- Reconcile accounts transaction
- Preparing the weekly budget for the payment.
- Perform the bank transactions.
- Update the collection in the system.
- Preparing the report as per the supervisor requirement.

Le Meridien Dhaka (November 2014 – May 2015) Intern – Human Resources

Specific job responsibilities:

- Assist in recruitment and selection process;
- Arranges interviews by coordinating schedules; calling applicants for interview.
- Conduct reference checks and prepare job offers and approval.
- Compile induction kit, which will be given to new associates before his/her first shift. Ensure the return of completed paperwork.
- File all personnel paperwork and maintain the accuracy of all files.

Reference: Available upon request