

Tahsin Ibnat Arony, CSCA™

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Mohammadpur, Dhaka



PROFILE

Committed to building a successful career in Human Resource Management.

3 years of employment from Bangladesh's leading digital healthcare services aggregator, Square Health Ltd. Proven experience in HR & administrative operations, business development, and content creation. Sound understanding of HR planning & strategies, quality management, organizational development, recruitment & selection, and performance appraisal. Capable of analyzing, researching, reporting, monitoring and leading team for achieving the goals of the organization.

MBA in HRM from Bangladesh University of Professionals. BBA majoring HRM and Operations & Supply Chain Management from American International University-Bangladesh. A Certified Supply Chain Analyst (CSCA)

SKILLS & STRENGTH

- HR planning
- Decision making
- Organizational behavior
- Business communication
- Labour laws
- Client focus
- Team facilitation
- Industrial relation
- Negotiation
- Personnel training
- Problem-solving
- Leadership
- Active learning
- Interpersonal skill
- Data management

WORK EXPERIENCE

- **HR & Admin Specialist**
Square Health Ltd., 50, Bay Tower, Mohakhali, Dhaka
January 2022 onwards
 - Assigned to manage HR, Business Development & Admin operations
 - Handling end to end recruitment process: job posting, writing JDs, sorting CVs, preparing management information form, arranging interviews, calculating evaluation sheets, checking background, processing job offer papers
 - Developing policies & guidelines for HR services
 - Planning, organizing and conducting induction, onboarding, training & capacity building programs
 - Updating employees' personal files, attendance, absenteeism & leave, incentive, and working hour in the HR system
 - Coordinating in employee service management, compensation, final settlement & employee movement
 - Overseeing performance appraisal consulting with concerned heads
 - Assisting payroll team for payroll activities
 - Handling disciplinary action in accordance with labor law & company policy
 - Conducting programs to aware & educate employees on rules & regulation, compliance issues, health & safety, first aid
 - Updating doctors' profile & information, and drugs database
 - Acting as the moderator of the facebook page of Jotno, creating contents
 - Supervising logistical & IT supports for the entire team
 - Ensuring stocking, and reporting of monthly stationary items

Key Achievements

- Achieved 2 promotions (HR & Admin Specialist in Jan 2022 and Sr. Executive, HR & Admin in Dec 2020 after joining as Assistant Executive in Apr 2019)

- Organized 5 business campaigns
- Resolved 2 internal conflicts
- 1st runners-up in the Jotno Bugathon 2021 (finding out software bug)

EDUCATION

Professional MBA in HRM	2021	Bangladesh University of Professionals	3.72 out of 4.00
BBA majors in HRM and Operations & Supply Chain Management	2018	American International University Bangladesh,	3.70 out of 4.00
HSC (Science) Dhaka Board	2013	Shaheed Bir Uttam Lt. Anwar Girls College	4.20 out of 5.00
SSC (Science) Dhaka Board	2011	Uttara High School & College	5.00 out of 5.00

PROFESSIONAL CERTIFICATION

- Certified Supply Chain Analyst (CSCA) - International Supply Chain Education Alliance (89% marks obtained, 2017)

INTERNSHIP

- 3-month internship on HR practice in Square Pharmaceuticals Ltd. (2017)
- 2-month Supply Chain Management internship in Square Pharma Ltd. (2017)

REPORT/COURSE WORK

- Covid 19 & Bangladesh's RMG Labor: Impact, Responses & Priorities (2020)
- Compensation Practices & Employee Loyalty in the Organization (2020)
- Strategy of Recruitment of HR in Dhaka Ice Cream Industries Ltd. (2020)
- Working Hours: State of Affairs & Legal Stand in Bangladesh (2019)
- HRM Strategy with Corporate Branding at Polar Ice Cream (2018)
- Recruitment, Training & Development in Square Pharmaceuticals Ltd. (2017)

TRAINING

- Functions of HR (2 months) – organized by ENSDI (2021)
- Brand Development (1 month) – organized by Bangladesh Brand Forum (2021)
- Customer Relationship - organized by Square Health Ltd. (2020)
- Supply Chain Management - organized by OSC Department, AIUB (2016)

COMPUTER LITERACY

- MS Word, MS Excel, MS Power Point, Jotno (telemedicine software), Google Docs, Google Sheets

LANGUAGE

- **Bengali:** native level
- **English:** proficient in all 4 skills

EXTRA-CURRICULAR ACTIVITIES

- Former Ambassador at ISCEA Bangladesh and at the start up, Harriken
- Organized job fair, seminars, competitions & book launching event
- Participated the Youth Mock Parliament on Right to Work at DU (2016)
- Awarded for poster competition at AIUB on Women Empowerment

PERSONAL INFORMATION

Date of Birth	25 October 1996
Mother's Name	Selina Akhter
Father's Name	Md. Mizanur Rahman
Permanent Address	Village: Algichar, Thana: Nababganj, District: Dhaka
Religion	Islam
Interests	Travelling, drawing, stories & novels, music

REFERENCE

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Dr. Ziaur Rahman, psc
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