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AYESHA KHATUN

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Career Objective:

To obtain a position as an Admin & HR Manager that will utilize my experience, knowledge and skills to fulfill the needs, goals, vision and mission of the company.

Career Summary:

Experienced Administrative Assistant with over 10 years experience providing versatile administrative services to a number of development organizations.

Areas of Expertise : • Administration and HR support • Office procedure and secretarial Duties • Project Support • Staff Personnel Record Management • Data Management, Documentation and Report writing • IT Skills • Safety and Security issues
• Office Vehicle Management

Special Qualification:

- * Excellent organizational and administrative skills.
- * Talented in problem solving and taking independent decision.
- * Skilled at interacting with stakeholders and building rapport.

Employment History:

Total Year of Experience : 11.8 Year(s)

1. **Project Secretary (November 20, 2016 - Continuing)**

International Labour Organization (ILO)

Company Location : Dhaka

Department: EIP

Duties/Responsibilities:

- Provide full secretarial and logistic support to the project and other departments of country office.
- Provide support to HQ Mission and International consultant regarding air tickets, visa arrangements, hotel accommodation, transport, meeting schedule and claim.
- Assist Program manager to process service contracts, Ex-cols contracts, and amendments of contracts and prepare payment requests as per contracts.
- Arrange appointments/meetings as well as maintain office calendar and diary.
- Provide full secretarial and logistic support to meeting, workshop and events i.e. printing meeting documents, sending invitations and agenda, follow-up, compare costs and booking venue, ensure catering, transport, equipment and other logistics.
- Prepare OFC, EPA, payment requests, staff claims and invoices for project team.
- Assist program managers and HR for hiring local consultants i.e. including submitting job postings online, resume screening, schedule, arrange and execute written test, call for interview and send follow up and regret letters.
- Prepare internal and outgoing correspondence and reports.
- Translate various documents, brochures and promotional materials for the project and country office.
- Maintain a user friendly filing to keep track of projects technical reports, documents, annual work plans, working papers and other related publications
- Monitor and reconciling budget with expenditure.
- Procurement of office equipment and keep stock of stationary supplies for the department.
- Effective communication with stakeholders and update their contact information regularly.
- Maintain records of supervisor and assist in their movements
- Take minutes of the meeting and maintain records for the operations and project team
- Registry all the internal, incoming and outgoing documents of CO following the Filing Index and distribute properly.
- * Translate all Government correspondence from Bangla into English.
- * Provide secretarial support to Country Director"s Secretariat during the absence of CO Dhaka-Secretaries.
- *Undertake any ad-hoc admin projects/duties as required.

2. Office Secretary (January 15, 2014 - June 30, 2016)

International Organization for Migration (IOM)

Company Location : Dhaka

Department: Administration

Duties/Responsibilities:

- * Coordinate and perform a range of secretarial and administrative functions for daily office operations.
- * Screen phone calls, enquiries and requests, and resolving and referring a range of administrative problems and inquiries.
- * Sort, review, screen and distribute incoming-outgoing mail, invoice and pouch.
- * Prepare, compose entire organizational documents and correspondence and ensure timely responses to a variety of routine written inquiries.
- * Establish, maintain, and update files, databases, records, and other documents.
- * Schedule and coordinate meetings, appointments, events and other similar activities for CoM and program managers; taking minutes and taking notes.
- * Maintain and monitor staff attendance and leave records regular basis and submit monthly report to RMO.
- * Assist HR Manager with staff recruitment process and employee contracts.
- * Coordinating travel as well as lodging arrangements for foreign and local staffs.
- * Maintain and oversee of internal office security procedure.
- * Schedule office vehicle movement and maintain the roster of driver and support staff.
- * Undertake any ad-hoc admin duties as required.
- * Any other job assigned by the CoM and the HR Manager.

3. Data Processing Assistant (January 10, 2006 - June 30, 2013)**International Organization for Migration (IOM)**

Company Location : Dhaka

Department: Administration

Duties/Responsibilities:

- * Responsible for daily administrative activities such as day to day office operations, cash handling, maintaining database
- * Handling Employee personal records
- * Counseling with applicants and keeping track of the applicant record using database software.
- * Generate daily and monthly reports
- * Provide support to HQ Mission hotel accommodation, transport, meeting schedule.
- * Arrange appointments/meetings as well as maintain office calendar and diary.
- * Provide full secretarial and logistic support to the meeting, workshop and events i.e. printing meeting documents, sending invitations and agenda, follow-up, compare costs and booking venue, ensure catering, transport, equipment and other logistics.
- * Assist program managers and HR for hiring local consultants i.e. including submitting job postings online, scheduling, maintaining files and sorting emails and CV.
- * Prepare internal and outgoing correspondence and reports.
- * Translate various documents, brochures and promotional materials for the project
- * Maintain a user friendly filing to keep track of projects technical reports, documents, annual work plans, working papers and other related publications
- * Arranging in-house events.
- * Work as Admin backup occasionally.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	Leading University, Sylhet	CGPA:3.65 out of 4	2010	2008- 2009
MA	English	National University	Second Class, Marks :58%	2007	2005-2006

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Sexual Abuse and Exploitation Awareness	Safety and Security	IOM	Bangladesh	Sylhet	2011	2 DAYS
Safety Awareness	Safety and Security	UNDSS	Bangladesh	Sylhet	2011	2 DAYS
PP writing for NGOs	Proposal Writing for NGO	BDJOBS	Bangladesh	Sylhet	2009	2 DAYS
Customer Service Excellence	Customer Care	CEC	Bangladesh	Sylhet	2009	4 DAYS
Gender Issue	Gender	IOM	Bangladesh	Sylhet	2008	2 days
Imposter Recognition	Imposter Recognition	IOM	Bangladesh	Sylhet	2007	2 DAYS
Advance Security in Field	Safety & Security	UNDSS	Bangladesh	Sylhet	2006	3 DAYS
Natural Disaster Preparedness		FIVDB	Bangladesh	Sylhet	2005	7 DAYS

Professional Qualification:

Certification	Institute	Location	From	To
PGD in HRM	Bangladesh Institute of Management Studies (BIMS)	Dhaka	February 20, 2010	November 15, 2010
EMBA - major in HR	Leading University	Sylhet	March 15, 2008	January 15, 2010
Higher Diploma in computer Science and Programming	National Youth Development Training Centre	Sylhet	February 7, 1999	March 10, 2000

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 80000
Expected Salary : Tk. 20,000
Preferred Job Category : NGO/Development, HR/Org. Development
Preferred District : Anywhere in Bangladesh.
Preferred Organization Types : Development Agency, Multinational Companies

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Administration• Human Resources

Extra Curricular Activities:

Worked as a volunteer at Sylhet District union porishod (South Surma) and collected data of safe water and sanitation, also did research to detect and draw map of flood prone areas

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	Medium
Hindi	Medium	Medium	High

Personal Details :

Father"s Name : MD. SIDDIQUE AHMED
Mother"s Name : MRS. SALINA AKHTER
Date of Birth : June 23, 1983
Gender : Female
Marital Status : Married
Nationality : Bangladeshi
Religion : ISLAM
Permanent Address : H-24, Block- B, Road - A, Mondirkhola, South Surma , Sylhet-3100
Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Mohammed Shakil Mansoor	David Delem Mshauri
Organization	: IOM	International Organization for Migration (IOM)
Designation	: National Program Officer (NPO)	Int. Project Manager
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