

JANNATUL FERDOUS BIPASHA**Phone:** +8801836490474**Email :** ferdous.jannatul285@gmail.com**LinkedIn:** <https://www.linkedin.com/in/jannatul-ferdous-bipasha-b9833b140>**CAREER OBJECTIVE**

On persuasion to become excellence of execution in the field of human resources

EMPLOYMENT HISTORY**Management Trainee Officer**

Oct 2020 - Present

Bangladesh Institute of ICT in Development (BIID)

- * Responsible for project compliance monitoring activities, conducting WIFI (Women ICT Frontiers Initiatives) & WIC (Women Innovation Challenge) training program and implementation within the guidelines.
- * Developed annual work plan, and M&E plan collaboration with BIID team.
- * Liaise and support partners in organizing events
- * Developed annual work plan, and M&E plan collaboration with BIID team
- * Actively monitored programs/projects through extensive coordination and exchange of information with Target groups to assess progress, identified potential problems and took timely decisions to resolve issues and/or Refer to relevant officials for timely resolution.
- * Prepared/assessed monitoring and evaluation reports to identify gaps, strengths/weaknesses In program and management ,identified lessons learned and applied knowledge gained for development planning and timely intervention to achieve goals.
- * Actively monitored programs/projects through extensive coordination and exchange of information With target groups to assess progress ,identified potential problems and took timely decisions to Resolve issues and/or refer to relevant officials for timely resolution
- * Documentation [MOU, TOR, SOP]
- * Developing Program Schedule
- * Communicate with Clients and Partners
- * Meeting Coordination
- * Identified strengths and weaknesses in the existing programs and management system and proposed resolution to the participants.

Internship - HR

June 2019 Till August 2019

JMI GROUP

- * Support Recruitment team.
- * Maintain and Update Documentations related to recruitment
- * Support and Coordinate Interview and meetings
- * Created and maintained Resume bank.
- * Support data analysis system through HRIS.

Education

Post Graduate Diploma in Human Resource (PGDHRM)	Enrolled
Bangladesh Institute of Management (BIM)	
Master of Business Administration (MBA) - Management	Enrolled
Siddheswari Girls` College	
Bachelor of Business Administration (BBA) - Management	2018
Siddheswari Girls` College	
GPA: 2.91 out of 4.00	

Training and Certifications

Business Management Training	Year: 2021
Women ICT Frontier Initiative (WIFI)	
Computer MS office Training	Year: 2019
Jubo Unnayan Training Academy	
Business Management	Year: 2018
Mohila Shomiti	

Additional Skills

- * Payroll
- * Data Analysis
- * Communication and Negotiation
- * Recruitment
- * Training and Development

PERSONAL INFORMATION

Father's Name : Shahadat Hossain
Mother' Name : Mahabuba Akter Chowdhury
Present Address: 422, Malibagh pabna colony, Khilgaon, Dhaka 1219
Permanent Address: 422, Malibagh pabna colony, Khilgaon, Dhaka 1219
Date Of Birth: 26-Dec-96
Marital status: Unmarried
Religion: Islam
Nationality: Bangladeshi
National Id No: 3283737512

REFERENCES

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