

CURRICULUM VITAE

MEHERUN NESSA

Mobile: 01911476903, 01715882587

Email: taniajatra@gmail.com



CAREER OBJECTIVES

To build a long term prospective career in where there is an opportunity of self-improvement and expertise could be shared which will ultimate lead to achieve my objective as well as the goal of organization.

Experience

(1) Present Employer : Athena Software Associates Ltd.
Department : Human Resource and Communication.
Designation : Business Support Manager.
Duration : 1st February 2013 to present.

Duties and Responsibilities:

- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Contributes to team effort by accomplishing related results as needed.
- Maintain HR department related task like: Leave status maintain, Employee attendance.
- Give Software training to new comer employees
- Give training to site staffs those are out of Dhaka
- Monitor and evaluate staffs performance after training
- Prepare the strategy and planning for projects and evaluate the outcomes
- Develop document test configurations and test environment
- Measure application performance and suggest improvements
- Bug reporting and follow up the reported bugs (Complete bug life cycle)
- Perform quality control on User Interface: Check the front end site and ensure the UI is perfect according to design layouts and working on all major browsers
- Creating test reports and supporting documentation
- Explore application requirements and post relevant queries/suggestions
- Live MIS web software maintenance
- Preparing and managing Software documents and proposals
- Preparing all Software User Acceptance Test (UAT) form
- Ensure target group specific high quality contents & service delivery
- Coordinate with IT teams for automation and betterment of existing services

(2) Employer : Bangladesh Association of Software & Information Services.

Department : Human Resource

Designation : Executive, HR

Duration : 1st December 2011 to 31st January 2013.

Duties and Responsibilities:

- Maintain Purchase order & making work order.
- Monitor employee's attendance, Leave, Vacation & Employee database.
- Prepare various types of HR related reports.
- Provide Logistic Support & Manage the entire Security.
- Handle different utility Services.
- Maintain Employee database and recruitment process.
- Keep update of all legal documents.

(3) Employer : Crystal Martin Apparels Bangladesh Limited.

Department : Admin

Designation : Admin officer

Duration : 8th August 2010 to 30th November 2011.

Duties and Responsibilities:

- Admin work.
- Maintain Purchase order & making work order.
- Monitor employee's attendance, Leave & vacation.
- Prepare various types of HR related reports.
- Maintain Employee database.
- Provide Logistic Support & Manage the entire Security.
- Handle different utility Services.

Internship Experience : Al-Arafah Islami Bank Limited, Mohammadpur Branch,
Internee, From March 2010 to June 2010.

EDUCATIONAL QUALIFICATIONS

Masters of Business Administration (MBA)

Name of Institution : Faculty of Business Administration, Northern University Bangladesh.

Year of Completion : 2012

Result : CGPA 3.50 on a scale of 4.00

Area of Major : Human Resource Management

Bachelor of Business Administration (BBA)

Name of Institution : Faculty of Business Administration, Northern University Bangladesh.

Year of Completion : 2010

Result : CGPA 3.22 on a scale of 4.00

Area of Major : Human Resource Management

Area of Minor : Accounting

H.S.C (Business Studies)

Institution : A.K. High School & College, Dhaka.

Year of Passing : 2005 (Dhaka Board)

Result : GPA 3.40 on a scale of 5.00

S.S.C (Business Studies)

Institution : A.K. High School & College, Dhaka.
Year of Passing : 2003 (Dhaka Board)
Result : GPA 3.50 on a scale of 5.00

KEY QUALIFICATIONS**Language proficiency:**

Proficiency in reading, writing, listening and speaking both in English and Bengali.

Computer proficiency:

Efficient in Microsoft Office tools, Internet Browsing, e-mail, etc.

Personal Interests:

Human relations, Listening Music, Traveling.

PERSON IDENTIFICATIONS

Name : MEHERUN NESSA
Father's Name : Late. Nurul Amin
Mother's Name : Kohinoor Begum
Permanent Address : Village: Loskordi, Post: Balia-para, Dist-Narayangonj
Present Address : North Kazlar Par, House-917, Dania- 1236, Jatrabari, Dhaka.
Date of Birth : 25th September, 1988
Nationality : Bangladeshi
Religion : Muslim
Marital Status : Married
Mobile : 01911476903, 01715882587.
Present Salary : 40,000 tk.
E-mail : taniajatra@gmail.com
Contract Address : 206/A (2nd Floor), Tejgaon Industrial Area, Dhaka-1208.

REFERENCE

1. Professor Mustafa Kamal
Prof. Department of Business Administration
Northern University Bangladesh
E-mail: mkamal@nub.ac.bd
Mobile: 01199050482
2. Mohammed Tajul Islam
Chief Information Officer (CIO)
Athena Software Associates Limited
E-mail: mdtajulislam@gmail.com
Mobile: 01713230055

With Thanks

Meherun

Meherun Nessa