

## MahlachingKhyang

Ujani Para, Bandarban.

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Cell: 01857-762196



### Objective:

To build up my career in the field of some challenging post in any where there is immense scope to work and prove expertise and to maneuver positive contribution in the organization by sincerely accomplishing the duties and responsibilities assigned to me.

### Work Experience:

**Company Name:** Prediction Learning Associates Ltd.

**Position:** Executive-Talent Acquisition

**Duration:** 1<sup>st</sup> March 2021 to 2<sup>nd</sup> June 2022

#### Duties & Responsibility:

- Preparing and circulating internal and external job advertisements.
- Communicating with candidates in the various stages of the recruitment process.
- Initiating and following up on reference checks and academic verifications, and ensure the completion of other background checks.
- Developing and updating organizational organogram to facilitate recruitment and manpower planning.
- Conducting induction session and orientation program for new employees
- Participating and executing in different job fair for the purpose of Employer Branding.
- Maintaining personnel files and other HR documents and update database in an efficient, timely, orderly and confidential manner.
- Conduct Exit interview & provide to the clients.
- Schedule & Organize Interview of the Candidates.

### Training Summary:

Training Title	Topic	Industry	Country	Location	Year	Duration
Internship	Performance Appraisal Practices on Agrani Bank Limited	Agrani Bank	Bangladesh	Nowabpur Corporate Branch	2016	4 Months

### Educational Background:

Exam	Board/Institute	Group/Major	Result	Passing Year
BBA	Bangladesh University	Human Resource Management	3.29	2016
HSC	Chittagong	Humanities	2.90	2011
SSC	Chittagong	Humanities	3.19	2009

## **Computer Skill:**

Knowledge in computer fundamental and software package: MS word, MS Excel, Power Point.  
Have good knowledge in web browsing & mailing application.

## **Language Skill:**

Well spoken & written capability both in Bangla & English.

## **Skill & Competences:**

- Communicative, friendly, positive thinking attitude and writing to serve dedicatedly.
- Self-motivated, Enthusiastic and Punctual.
- Dynamic and creative in thinking.
- Sense of good organizational behavior.
- Sense of social responsibility. Skill & Competences

## **Interest & Hobbies:**

- Creative working in multicultural environment.
- Get acquainted with various people.
- Traveling.
- Designing
- Dancing

## **Personal Information:**

Name : MahlachingKhyang  
Father's Name : MrasaKhyang  
Mother's Name : KrajoKhyang  
Date of Birth : 05<sup>th</sup> January 1993  
Permanent Address : Vill: Ujani Para, Bandarban, P.O & P.S: Bandarban,  
Dist: Bandarban.  
Present Address : Vill: Ujani Para, Bandarban, P.O & P.S: Bandarban,  
Dist: Bandarban.  
Nationality : Bangladeshi (By Birth)  
Religion : Buddhist  
Blood Group : A+ (ve)  
Marital Status : Married

## **Declaration:**

I declare that all the information included here are true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificate.



**Signature**