

HRIDETA SHEKHAR HRIDI

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ABOUT ME

I am eager to grow in Human Resource Management by working with people, supporting recruitment, employee engagement, and workplace coordination. With my HRM academic background, communication skills, and genuine interest in organizational development, I aim to contribute to a positive work environment while developing as a responsible HR professional.

Educational Background

- **Master of Business Administration (MBA)** – (2024-2026)
Human Resource Management – **BRAC University**
- **Bachelor of Business Administration (BBA)** – 2023
Management
Chittagong Cantonment Public College |
- **HSC (Business Studies)** – 2017
GPA: 4.25
Bangladesh Mohila Samiti School and Collage (Bawa)
- **SSC (Business Studies)** – 2015
GPA: 4.39
Agrabad Balika Bidyalay, Chittagong

Professional Experience

English Voice Over Artist – Rigel IT (2024 – Present)

- Deliver English voiceovers for educational and technical content.
- Coordinated team activities, supported task distribution, and maintained regular communication to ensure smooth workflow and timely completion.
- Prepared monthly reports, tracked work progress, and organized documentation to support performance review and administrative decision-making.

Key Skills

- Recruitment & Selection (CV Screening, Interview Support) HR Documentation & File Management
- Attendance & Payroll Data Handling (Basic Excel) Employee Communication & Engagement
- Performance Appraisal Support
- Microsoft Office Suite (Word, Excel, PowerPoint, Access) HRIS Awareness (PiHR, ZKTeco)
- Graphic & Presentation Design (Canva, PowerPoint)
- Fluent in English & Bangla (Speaking, Writing, Listening)

Achievements & Awards

- 1st Class in Music, Zila Shilpakala Academy **(2015)**
- Best Singer Award – National Education Week (Divisional Level) **(2017)**
- Certified Participant – Drama & Cultural Event “Tarrunner Utshob” by Prothom Alo Conducted awareness events like Thalassemia Awareness Programme **(2020)**
- Awarded ‘**Employee of the Quarter**’ at Rigel IT for outstanding performance and support. **(2025)**

Leadership & Activities

- Work as a Financial Adviser , maintained monthly and yearly financial reports for a non-profit organization Youth Club of Bangladesh, ensuring accurate documentation and organized financial records. (2023)
- Led multiple university programs and team projects, developing leadership and coordination skills.
- Organized seminars on organizational tools (7QC, 5S, 5Why) to promote efficiency and teamwork.
- Active volunteer for youth development and social awareness campaigns.

Computer Skill

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| • MS Word | • HR Documentation |
| • MS Excel | • Canva |
| • MS PowerPoint | • Internet Research |
| • Google Workspace | • Zoom |
| • Email Communication | • Google Meet. |
| • Data Entry | |