

Last Updated : **December 26, 2018**

AMIT DAS

Address: 74/1, Tanti Bazar, 1st floor, -1100, Kotwali, Dhaka
Home Phone: N/A
Office Phone :N/A
Mobile : 01761929625
email:amit.ds3@gmail.com



Career Objective:

Wish to work for a distinguished financial institution, which can offer a great variety of tasks and provide challenging opportunities in the fields of finance, capital budgeting, investment appraisal, or dealing of financial instruments.

Career Summary:

Wish to work for a distinguished financial institution, which can offer a great variety of tasks and provide challenging opportunities in the fields of finance, capital budgeting, investment appraisal, or dealing of financial instruments.

Special Qualification:

Good Interpersonal communication skills, hardworking, Eager and quick in learning new things and in adapting to new environment of any sort.
Ability to work independently in a challenging environment.

Employment History:

Total Year of Experience : 1.3 Year(s)

1. Officer (March 19, 2017 - August 31, 2017)

E-Zone Limited

Company Location : planner`s tower (10th floor), 13/A, Bir Uttam C R Dutta Road, Dhaka 1000

Department: Customer profile and compliance Management

Duties/Responsibilities:

1. Verification of Account opening form by using different tools & techniques. 2. Quality check of Account opening form. 3. Documentation of Customer related information. 4. Acceptance and Rejection of KYC Form. 5. Database entry of KYC form.

2. Customer relationship Executive (April 21, 2016 - September 30, 2016)

Getco Business Solution

Company Location : House 401, road 29, New DOHS, level 5, mohakhali, Dhaka

Department: Call center

Duties/Responsibilities:

1. Obtains client information by answering telephone calls; interviewing clients; verifying information. 2. Determines eligibility by comparing client information to requirements. 3. Informs clients by explaining procedures; answering questions; providing information. 4. Handle complains and giving feedback.

3. Customer care executive (Call center) (March 9, 2015 - September 18, 2015)

R.S. Corporation

Company Location : House# 20/2, 2nd floor, West Panthapath, north Dhanmondi, Dhaka 1205

Department: Call center

Duties/Responsibilities:

1. Obtains client information by answering telephone calls; interviewing clients; verifying information.
2. Determines eligibility by comparing client information to requirements.
3. Informs clients by explaining procedures; answering questions; providing information.
4. Handle complains and giving feedback.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	Eastern University	CGPA:3.41 out of 4	2014	-	-
BBA	Finance	Eastern University	CGPA:3.45 out of 4	2011	-	Awarded most "INNOVATION" AWARD in Student's Entrepreneurship Fair 2010.
Ed-Excel approved Higher Diploma in Hotel administration	Hotel Management	Institute of Tourism and Hotel management (ITHM)	Appeared	2015	3 years	N/A
HSC	Business studies	Ideal college	CGPA:4 out of 5	2007	-	-
SSC	Business studies	Dhaka collegiate school	CGPA:3.94 out of 5	2005	-	-

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Accounting/Finance, Hospitality/ Travel/ Tourism,
 Waiter/Waitress, Chef/Cook
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : Banks, Advertising Agency, Event Management, BPO/ Data
 Entry Firm, Consulting Firms, Audit Firms /Tax Consultant,
 Restaurant, Call Center, Resort, Bakery (Cake/ Biscuit/
 Bread)

Specialization:

Fields of Specialization	Description
• MBA/ BBA	capital budgeting, investment appraisal, or dealing of financial instruments.

Extra Curricular Activities:

Traveling, Painting, Cooking, listen to classical music, meditation, Dance

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Medium	Medium	Medium
French	Medium	Medium	Medium

Personal Details :

Father"s Name : Jagannath das
Mother"s Name : mamata das
Date of Birth : December 2, 1988
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Sonaton
Permanent Address : 68, Tanti Bazar, -1100, Kotwali, Dhaka
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Abu Md. Abdullah	Ajoy Kumar Basak
Organization	: Eastern University	Pacific Pharmaceuticals ltd
Designation	: Assistant Professor Faculty of Business Administration Eastern	MIS assistant
Address	: University House no. 26 - Road no. 05 Dhanmondi - Dhaka	5, Ware street wari, dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01818 27 67 10	01829727177
EMail	: abdullah@easternuni.edu.bd	ajoybasakotit@gmail.com
Relation	: Academic	Relative
