

AMITAVO BARUA
Road # 14, House # 64
Flat # 1A, Ground Floor
D I T Project, Merul Badda
Dhaka 1212
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E-mail : barua.amitavo@yahoo.com



Curriculum Vita of Amitavo Barua

Career Objective

To Pursue a challenging job in a dynamic organization where there will be an opportunity to utilize my knowledge and skills for professional career development.

Educational Qualification

MBA

Masters of Business Administration
From: Uttara University, Uttara, Dhaka-1230
Status: CGPA-3.35
Area of Concentration: Finance

BBA

Bachelor of Business Administration
From: Uttara University, Uttara, Dhaka-1230
Status: CGPA-3.36
Area of Concentration: Finance

HSC

Higher Secondary School Certificate
From: Govt Shahid Sohrwardi College, Dhaka-1100
Status: GPA-2.30
Group: Humanities

SSC

Secondary School Certificate
From: Willes Little Flower School and College, Dhaka-1000
Status: 1st Division
Marks: 675
Group: Commerce

Personal Information

Date of Birth: 14th August 1976
Nationality: Bangladeshi by Birth

Contact Information:

Present

Road # 14, House # 64, Flat # 1A, (Ground Floor)
D I T Project, Merul Badda, Dhaka 1212

Cell #: +88-01720342457
E-mail: barua.amitavo@yahoo.com

Permanent

PO and Village: Ratnapalong
P.S: Ukhia, District: Cox's Bazar

Career History

Position:

Asst. Manager Operations

Organization:

Contemporary Heights Hotel

House -21, Road- 1/A

Baridhara- J Block, Dhaka- 1212

www.contemporaryheights.com

Duration:

October 2012 and onwards

I am involved with the following key responsibilities:

- ☐ Maintaining client support & service up to satisfactory level.
- ☐ Control inventory of the central store.
- ☐ Ensure timely supply to the house keeping supervisors and maintenance personnel.
- ☐ Supervision of duties of room boys.
- ☐ Prepare requisition list for procurement.
- ☐ Assist cost controller for procurement of the supplies.
- ☐ Control wastage and misuse and ensure best use of resources.
- ☐ Prepare annual inventory of the entire project.
- ☐ To complete a daily / weekly log of all activities.
- ☐ Liaise with other departments such as housekeeping, restaurants and security, regarding VIP and group check-ins.
- ☐ Handle the clients and communication with them independently.
- ☐ Participated in developing, implementing and evaluating policies and procedures for the operation of the department.
- ☐ To conduct promotional activities.
- ☐ Following up customers' feedback and ensuring satisfaction.

Other Experiences

1.

Organization:

JAK BUILDERS LTD.

Office: House # 8, Road # 5

Block # B, Banasree Rampura

Dhaka 1219

Position:

Sr. Office Manager

Duration:

July 2009 to September 2012

Major Responsibilities:

- ☐ Overall supervision of all kind of logistics including correspondence, booking and preparation of venues, advertising etc.
- ☐ Preparation of detailed financial analysis for various projects.
- ☐ Keeping detailed accounts of current and projected expenses
- ☐ Managing email correspondence
- ☐ Composition and design of souvenirs, brochures, catalogues, media advertisements
- ☐ Preparing Power Point Presentations
- ☐ Corresponding with various Media representatives

2.
Organization

Min Oils Limited
Office: SEL Center (5th floor)
29 West Panthapath,
Dhaka

Position:

Marketing Executive

Duration

December 2005 to February 2009

Major Responsibilities:

- ❑ To communicate with existing as well as new customer for promotion of business company and to maintain all files and records relating to sales and promotional activities.
- ❑ To undertake measures for expansion of company's business and handle all kinds of advertising campaign of the company.
- ❑ To select the target customers following the KYC (Know your customer) approach and increase the sales revenue.
- ❑ To achieve the periodical sales targets given by the authority.

Achievements:

- ❑ Achieved highest sales target given to me by the Min Oils Ltd. during the year 2007.

3.
Organization

Shohagh Paribahan (Pvt.) Ltd

Position:

Departure Officer/ Senior Sales Executive
(Ticketing, Reservation & Customer Care Service)

Duration

July 2002 to November 2005

Major Responsibilities:

- ❑ To monitor the performance of individual Sales Executive and maintain the weekly reports of sales for submission to the management authority.
- ❑ To supervise the staff of the Sales and Departure Department in the morning shift for increasing the sales revenue and improve customer service quality.
- ❑ To guide the Sales Staff by giving them motivation to achieve their target and earning more and more revenue for the company and finally maximize the sales revenue.
- ❑ To undertake all responsibilities relating to maintenance of transport vehicles of the company departing from Dhaka to different destinations across the country in morning shift.
- ❑ To monitor daily performance of Sales Staff and briefing them on business promotion ever day.
- ❑ To achieve the periodical sales target given by the authority.
- ❑ To maintain all relevant data base on the transport fleet.

4.	
Organization	Lamia Fashions Limited Multi National Manufacturing Sweeter Factory 144 Abdullah Khan Mansion Cantonment, Kochukhet, Dhaka
Position:	Commercial Executive
Duration	March 1997 to June 2002
	<u>Major Responsibilities:</u>
	<ul style="list-style-type: none"> <input type="checkbox"/> To contact and coordinate with the suitable exporters and importers for execution of export and import assignments. <input type="checkbox"/> To prepare all relevant export and import documents in the process of execution of export and import orders. <input type="checkbox"/> To coordinate with all activities relating to executing of export and import within the organization. <input type="checkbox"/> Monitoring the documents made against the invoice/work order/dues. <input type="checkbox"/> To maintain all relevant office documents.
5.	
Organization	ALICO (American Life Insurance Company) Hoque Agency 22 Kakrail, Dhaka.
Position	Field Representative
Duration	December 1993 to January 1997
	<u>Major Responsibilities:</u>
	<ul style="list-style-type: none"> <input type="checkbox"/> Selling life insurance policy/scheme. <input type="checkbox"/> Conducting marketing surveys. <input type="checkbox"/> Corporate marketing <input type="checkbox"/> Providing all types of necessary services to policy owners. <input type="checkbox"/> Motivating people and making people aware about the utility of life insurance.
Skills and Trainings	
Institute	Hotel & Tourism Training Institute Bangladesh Parjatan Corporation National Tourism Organization
Course	Housekeeping & Accommodation Service Inter. Level
Duration	3 Months

Computer Literacy

- MS Word
- Power Point
- Excel
- Internet Browsing

Language Proficiency

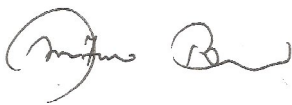
- English : Fluent
- Bengali : Fluent
- Korean : Fluent
- Hindi : Can speak

Capabilities

- Highly motivated, diligent with strong work ethic
- Confident about working independently with minimal supervision
- Well-developed problem solving skills
- Strong supervisory skills
- Excellent interpersonal communication skills in Bengali and English
- Very comfortable in-group settings

References:

1. Prof. Dr. Debi Narayan Rudra Paul
Chairman
Dept. of Business Administration
Uttara University
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Phone : 8932325, 8932541
2. Md. Mahamudur Rahman
Director
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Amitavo Barua