

Last Updated : **December 22, 2018**

AMRITA GHOSH

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Career Objective:

To obtain a career position with a stable organization that would utilize my skills and experience to contribute to the success of the organization enhancing my professional and personal growth.

Career Summary:

Building up career in a challenging position at an organization, where creativity, sincerity and skills are the criteria for one's recognition.

Employment History:

Total Year of Experience : 14.5 Year(s)

1. Chief Coordinator Corporate Office (March 5, 2014 - Continuing)

Group of Company

Company Location : Gulshan

Department: Admin & Management

Duties/Responsibilities:

Manage and administer schedules of business service areas.

Coordinate and consult client group representatives to know required service details. To communicate with different national & international business area.

To contact with related Govt. and non-Govt. offices for any official program. Manage and maintain an effective filing system, ensuring that filing is completed on a regular basis.

Liaison with the prominent personalities (Govt. & Non Govt.) of the country considering business need.

Plan and organize the Managing Director's work schedule/calendar and efficiently manage appointments and schedules for the Managing Director

Manage travel plans and itineraries for the Group Chairman & Group Vice Chairman.

Visa Processing.

Banking with overseas banks.

2. Senior HR Executive (December 10, 2011 - Continuing)

Bismillah Towels Group

Company Location : DK Tower, (Level-8-9), 94, BU C R Datta (Sonargaon

Department: HR Department

Duties/Responsibilities:

To act as Senior Executive in the HR Department

Advertisement, Requisition, Interview, Selection, Appointment Letter, Job Description preparation for newly created posts etc.

Maintaining HR related documents accurately and timely

Maintaining and updating Personnel File for all Head Office staffs in proper manner.

Checking job portal and email of HRD for any new CV sort those and report to the concerned authority.

Updating departmental records & to ensure that all data, records, reports are properly prepared, issued, updated and maintained as per specification.

Implement of HR management policies

Prepare of agenda, minutes of the meeting & conduct exam for new recruitment;

Report writing, filing / drafting and email corresponding;

Prepare convening recruitment committee.

Visa processing.

BOI, NSI.

Any other task assigned by the higher authority

3. Asst.Manager, Content (January 10, 2010 - June 6, 2011)**Jannat Fashion**

Company Location : House-13,Road-20/B, Sector-4, Uttara-1230

Department: Administration

Duties/Responsibilities:

Assembling information from all concerned officials and send them factory and pass them to the concerned departments.

Controlling the procurement. Acknowledgment and managing priorities to the organization. Arranging all kind of meeting with The Chairman and Foreign Buyers.

Maintaining an effective relationship with the liaison offices as well as the clients.

Reporting error free and timely activities for timely management updated.

Corresponding with other buying houses and factories. Answering all queries from Buyers through emails or over the phone and so on.

4. Research (June 15, 2009 - December 15, 2009)**NIPSOM**

Company Location : Mohakhali

Department: Research Department

Duties/Responsibilities:

Data Collection & research.

5. Office Manager (December 2, 2008 - May 31, 2009)**ATP Solution**

Company Location : H-292/3,R-9,(west) Baridhara,DOHS

Department: Accounts, Office Management

Duties/Responsibilities:

Accounts and Office Management

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration	Human Resource Management	University of South Asia	CGPA:3.5 out of 4	2008	4 Years
Higher Secondary School Cetificate	Commerce	Faridpur Govt Saroda Sundori Womens college	Second Division, Marks :55%	2001	2 Years
Secondary School Cetificate	Science	G.C. Pilot High School, Kashiani	Second Division, Marks :59%	1998	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Anti Tobacco Survey	Research on Anti Tobacco survey in remote area	NIPSOM	Bangladesh	Hotel Abakash (Bangladesh Parjatan Hotel)	2009	7 Days

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 67100
 Expected Salary : Tk. 25,000
 Preferred Job Category : General Management/Admin, HR/Org. Development
 Preferred District : Chattogram, Cox"s Bazar, Dhaka, Faridpur, Gazipur, Jashore, Khulna, Mymensingh, Sylhet, Tangail
 Preferred Country : American Samoa, Germany, India, Norway, Thailand, Australia, British Virgin Islands, Canada, France, Russia
 Preferred Organization Types : Telecommunication, Advertising Ageny, Govt./ Semi Govt./ Autonomous body, NGO, Development Agency, Logistic/Courier/Air Express Companies, Multinational Companies, Embassies/Foreign Consulate, Airline, Overseas Companies, Group of Companies, Research Organization

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium
Hindi	Low	Low	High

Personal Details :

Father"s Name : Karunamoy Ghosh
 Mother"s Name : Swapna Ghosh
 Date of Birth : May 1, 1983
 Gender : Female
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Hinduism
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Major M.A Abdus Samad (Retd)	Piyash Chakraborty
Organization	: Bismillahtowels Group	Gramneen Phone
Designation	: General Manager (Admin & HR)	Officer
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Relation	: Professional	Relative
