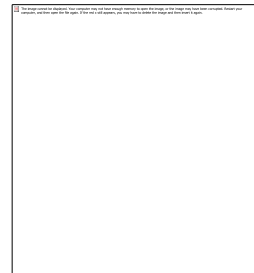


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **November 22, 2017**

ANINDYA DAS

Address: Anindya Das, Depot Incharge Spectra Oxygen Ltd. South Chortha, Near By Comilla E.P.Z No: 1 Gate.
Home Phone: 01982556816
Office Phone :01842556816
Mobile : 01749293112
email:oboshese@gmail.com, anindyadas47@gmail.com



Career Objective:

To obtain a challenging position in the Leadership sector of Bangladesh/Foreign Country with the opportunity to improve the skill.

Career Summary:

1. I was working a Multinational company. (UPS) Air Alliance limited (Operation department), Post : Junior executive, Duration: 2Years.
2. At present I am working Spectra oxygen Ltd. last Six years (Spectra International Ltd.), Post :Depot in charge, Duty & Responsibility : Gov` t and P.V.T Medical visit and support according to Their demand. Maintenance Depot/Factory vehicle,Worker,Vat, & E.R.P software. Achievement leadership type of challenging work for that position.

Special Qualification:

Maintenance of any branch, all worker`s and driver`s & working System development, Test of Computer Training Program,Specialized in Computer Application. Diploma in network&Hardware and troubleshooting Operating System, General Knowledge:

Employment History:

Total Year of Experience : 9.0 Year(s)

1. Depot. In charge (January 3, 2012 - Continuing)

Spectra International Limited

Company Location : House#17,Road#106,Block#CEN (F),Gulshan#02
Department: Oxygen Sector

Duties/Responsibilities:

Oxygen depot. related all services and medical all equipment services and support

2. Junior Executive (February 1, 2009 - December 31, 2011)

(UPS) Air Alliance Limited

Company Location : Gulshan # 02, Circle # 02, Bilquis Tower
Department: Operation Sector

Duties/Responsibilities:

Invoice prepare, Data upload in ups system, mail send & check singapore & America UPS office. and customer support in their query.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in English	English	Dhaka International University	Second Class, Marks :45%	2014	3 years
Bachelor of arts	Arts	Dinajpur Government Degree College	Second Class, Marks :43.93%	2007	3 years
Diploma in Hardware and Networking Engineering	Hardware, Networking and software design	Daffodil Institute Of IT	Second Division, Marks :45%	2009	1 year
Higher Secondary Certificate	Arts	Daudpur Degree College	Second Division, Marks :45.08%	1999	2 years
SSC	Arts	Nazipur Highschool	Second Division, Marks :52.45%	1996	2 years

Professional Qualification:

Certification	Institute	Location	From	To
Hardware & Networking Engineering	Daffodil Institute of IT	Kolabagan, Raseel Square	December 26, 2009	December 26, 2009

Career and Application Information:

Looking For	: Top Level Job
Available For	: Full Time
Present Salary	: Tk. 30000
Expected Salary	: Tk. 30,000
Preferred Job Category	: Commercial/Supply Chain, Customer Support/Call Centre
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: New Zealand, United Kingdom, United States, Australia, Canada, Oman, Switzerland
Preferred Organization Types	: Telecommunication, Design/Printing/Publishing, IT Enabled Service, Computer Hardware/Network Companies, Development Agency, Logistic/Courier/Air Express Companies, Multinational Companies, Buying House, Airline, Overseas Companies, Tobacco, Cement Industry

Language Proficiency:

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

Personal Details :

Father's Name : Manoj Ranjon Das
 Mother's Name : Protima Das
 Date of Birth : August 19, 1980
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Hinduism
 Permanent Address : Village:Choto Chand Pur, P.O: Patnitala, P.S:Patnitala, District: Naogoan,
 Rajshahi.
 Current Location : Comilla

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Chandon Shaha	MD: Kamrul Hasan
Organization	: Bangladesh Bank	Madrasha Education Board
Designation	: Programmar & Joint Director	Deputi Board Controller
Address	: Motijheel, Dhaka	Mirpur
Phone (Off.)	: no	no
Phone (Res.)	: no	no
Mobile	: 01552396475	01711423680
EMail	:	
Relation	: Family Friend	Relative