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ARUN CHANDRA PAUL

Address: Meghna C/8, Daria Para, PO: Sylhet Dist: Sylhet, Bangladesh
Home Phone: 01706665666
Mobile : 01768086964
email: paularun1979@gmail.com, paularun1979@gmail.com



Career Objective:

âTo build up and adapt myself in the management level position in any reputed organization for the betterment of me and for the betterment of that organization with my own aptitude, hard work, dedication and determination.â

Career Summary:

Through my work experience, I have acquired an excellent organizational skill, ensuring that I prioritize my workload , work on my own initiative, deal with emergencies of various kind in a prompt, calm , collective and professional manner, setting targets, diary planning, being flexible and working under minimum supervision.

Special Qualification:

n/a

Employment History:

Total Year of Experience : 9.7 Year(s)

- 1. Assistant Manager (September 15, 2015 - Continuing)**

PRAN-RFL GROUP

Company Location : Olipur, Shayestaganj, Habiganj.

Department: RFL-CS-Admin

Duties/Responsibilities:

As a Assistant Manager of Admin Dept I conducted the Key following responsibilities:

1. Daily subsidy food production including food distribution at right time for 6000 staff is prepared under my close supervision and direction.
2. I organized different types of event management at our factory premises.
3. Security and safety is a crucial issue for any Business Project where I involved myself directly to smooth-en the function of security.
4. Public relation sector is one of the important wings for all kind of national and private organization and I am also doing public relation activities simultaneously to build up a positive and mutual relation for company`s advancement.
5. I worked on providing transportation facilities to the worker and officers. Making driver schedule, bus card allocation, maintenance work of traffic, license renewal and so on are proceeded under my strict coordination regularly.
6. I always keep me busy with a wide range of accommodation management where we have to provide full furnish accommodation facilities to 2000 staff at our factory.

2. Sr. Executive(Sales & Marketing) (August 7, 2013 - September 11, 2015)

Baral Chemical Company Ltd.

Company Location : House-09,Road-3/C,Sector-09,Uttara, Dhaka-1230

Department: Marketing

Duties/Responsibilities:

corporate visit, all kind of govt. engineering dept. visit & door to door Market visit.

3. Customer Service Assistant (April 14, 2007 - August 30, 2011)

MEMSAHEB ON THAMES

Company Location : 65-67 Amsterdam Road, Docland,london

Department: Admin

Duties/Responsibilities:

1. Face to face customer dealing, 2. Selecting and ordering the items, 3. Cash management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration in Marketing	Marketing	University of wales,Cardiff,UK		2011	one year	63 marks on merit
Msc in Mathematics	Mathematics	National University	Second Class, Marks :57.67%	2001	one year	second class
Bsc in Mathematics	Mathematics	National University	Second Class, Marks :45%	2000	three year	Second class
Intermediate	Science	comilla Board	Second Division, Marks :48.7%	1996	two year	second division
SSC	science	Rasamoy Memorial High school,Sylhet	First Division, Marks :70%	1994	one year	First division

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Fire Service	Fire fighting, Fire Prevention, Rescue & First Aid Training	Fire Service & Civil Defence Directorate	Bangladesh	BBM Ltd. Olipur, Shayestaganj, Habiganj	2016	2 days

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 27000
 Expected Salary : Tk. 15,000
 Preferred Job Category : General Management/Admin, Waiter/Waitress
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Netherlands, New Zealand, Qatar, United Kingdom, United States, Australia, Canada, Finland, France
 Preferred Organization Types : Multinational Companies, Group of Companies

Specialization:

Fields of Specialization	Description
• Admin	I am able to communicate effectively and courteously in person, on the telephone and in writing customers and colleagues. I believe that building a good relationship always produces high quality service delivery

Extra Curricular Activities:

I have extensive experience of using a MS- Office, Internet Explorer. I used the computer to write formal and informal letters and monitoring of customers account. . Personal Interest:
 i□□ Reading Newspaper i□□ Watching Television i□□ Travelling i□□ Gossiping

Language Proficiency:

Language	Reading	Writing	Speaking
english	High	High	High
Bangla	High	High	High

Personal Details :

Father"s Name : Late Narayan Chandra Paul
 Mother"s Name : Late Basona Rani Paul
 Date of Birth : February 6, 1979
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Hindu
 Permanent Address : Meghna C/8, Daria Para,PO: Sylhet Dist: Sylhet, Bangladesh
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Helal Ahammed	Niher Ranjan Das
Organization	: Head Quarter DGFI.	Bangladesh Krishi bank
Designation	: Deputy Director	Principal Officer
Address	: Admin Bureau, Head Quarter DGFI. Dhaka cantonment.	Bandor Bazar Branch, Sylhet-3100
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01730-501810	01712-530883
EMail	: helal_25@yahoo.com	
Relation	: Family Friend	Family Friend
