

GODFREY PURIFICATION

Address: 16, East Reza bazar, Tejgaon, -1208, Dhaka Politechnic, Tejgaon Industrial Area,
Dhaka 1208
Mobile No 1: 01720908616
Mobile No 2 :01720908616
Mobile No 3 : 9145487
e-mail : sopan.sjp@gmail.com



Career Objective:

To build up my career in the professional way to achieve my goal in the life

Career Summary:

Worked as Accountant in Royal Resorts Bangladesh Limited for 1 year
Worked as Business Development Officer in Young Consultant for 5 year
Work as Asstt Manager (Admin) for 2 years
Worked in First Lease Finance and Investment Limited as Company Secretary & Head of HRD from July 2006 to September 2012,
as Head Of Recovery & Monitoring from October 2012 to December 2013 as Associate Manager from January 2014 to October 20
14, from June 2015 as VP as Head of Recovery

Special Qualification:

Master in Management
MBA Major in Marketing
Oracle 11g and Oracle Apex

Employment History:

Total Year of Experience : 30.4 Year(s)

1. Vice President & Recovery and Monitoring Officer (March 1, 2016 – December 22, 2019)

First Finance Limited

Company Location : Dhaka
Department: Recovery and Monitoring

Duties/Responsibilities:

Collecting of over due from the defaulters of the company
Supervising and assigning job for the penal lawyer of the company
preparing of Management Report
supervising the team on regular basis and taking feedback from them
making arrangement to settle the suited files
coordinating with the relevant authority for the collection of over due, etc.

2. Vice President (June 1, 2015 - February 29, 2016)

First Lease Finance and Investment Limited

Company Location : First Finance Limited
Department: Marketing

Duties/Responsibilities:

Scouting of business from the client
Preparing of loan files
Liaison with the client
Visiting of the clients project for providing of loan

Hunting of deposit from the clients

3. Associate Manager & VP (October 1, 2013 - October 1, 2014)

First Lease Finance and Investment Limited

Company Location : Dhaka

Department: CRM

Duties/Responsibilities:

Looking after the overall activities of the Branch
Scouting of business for the company
preparing of loan files and sending the same to the Head Office for the approval
Collecting the monthly rental from the client on regular basis
Corresponding with the Head Office
Supervising of the Branch Employees

4. Company Secretary & Head Of HRD (June 25, 2006 - September 30, 2013)

First Lesae Finance and Investment Ltd

Company Location : Dhaka

Department: Company secretriare and HRD

Duties/Responsibilities:

Conducting of Credit Committee, Executive Committee and Board Meeting
Writing Minutes of the Meeting of the Board Executive Committee and Credit Committee
Monitoring the activities of the Share Department
Conducting of AGM and EGM of the company
Liaison with the regulatory authority like Bangladesh Bank, DSE, CSE and BSEC
Sending the various report to the regulatory authority
Looking after the overall activities of the HDR and Admin
Conducting of training for the employees of the company
Attending minutes in the Credit Committee as a full member
Supervising overall BIO-DATA scrutiny and short listing of the applied candidates
Taking interview and issuing Job Offer Letter to the selected employees
Looking after overall procurement activities for Head Office and Branch including selection of vendor

5. Assistant Admin Manager (October 15, 2004 - November 15, 2005)

Lenny Fashions (BD) Limited

Company Location : EPZ, Savar, Dhaka

Department: Admin

Duties/Responsibilities:

Arranging vehicles for the quality inspection of the liaison office
Looking after a fleet of cars
Supervising the drivers requirements
Looking after the compliance of the facility
Coordinating and implementing of the HRD decisions for the factory employees
Arranging fire fighting of factory's employees
Distributing monthly salary among the factory employees
Receiving foreign delegates as and when necessary
Looking after the accommodation requirements for the foreign employees
Supervising the security guards for the factory premises

6. Business Development Officer (October 1, 1999 - June 15, 2004)

Young Consultants

Company Location : Road # 28, House # 12, Mohakhali DOHS, Mohakhali, Dhaka

Department: Development and Marketing Department

Duties/Responsibilities:

Preparing Project Profile for the business houses for Matching Grants Facility from World Bank
 Taking primary data from the market and preparing Product Market Survey Report prior launching new product in the markets
 Preparing Training manual and training on different aspects
 Contacting UN/Donner and Scouting business for the company
 Any other business assignment from time to time

7. Accountant (June 1, 1998 - February 28, 1999)

ROYAL RESORTS 98D) LIMITED

Company Location : Road # 109, House # 119, Banani, Dhaka
 Department: Accounts

Duties/Responsibilities:

Re-Conciliating of the Bank with the collection and sales
 Preparing Monthly Cash Out Flow and In Flow
 Preparing monthly Income and expenditure of the Company
 Looking after Administration Department of the Company
 Calculating the sales monthly and weekly commission of the employees
 Liaison with the overseas office and sending monthly consolidated monthly reports for their records.
 Preparing Bank and cash voucher in accordance with the reconciliation statement
 Receiving delegates as and when necessary

8. Voluntary Member & Treasurer (May 1, 1987 - February 26, 1998)

Society of St. Vincent D` Paul

Company Location : Ka - 116/1, South Mohakhali, Christian Housing Society, Dhaka

Duties/Responsibilities:

Attending monthly meeting on regular basis Implemented self help project for the development of the poor people Collecting donation for the slam and poor people Collecting old cloths by knocking door to door as and when necessary Distributing of donation and cloths to the needy people, specially, during Easter Sunday and Christmas Voluntary teaches in the school for the slam based kids Attending various conferences and meeting in the different parts of the country Visiting sick people and pray for their recovery Attending yearly meeting once in a years and sharing views with other member of the different conferences

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.Com (Commerce)	Management	National University	Second Class, Marks :48%	2000	3 years
Bachelor of Commerce (Pass)	Management	National University	Third Class, Marks :40.09%	1994	2
HSC	Science	Dhaka City College	Second Division, Marks :50.08%	1991	2
SSC	Science	St. Joseph High School	Second Division, Marks :55.1%	1989	10

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Visual Studio 2017	Programmer	IBCS Primax (BD) Limited	Bangladesh	Dhaka	2019	6 months
Redhat Linux - 7	Creation of Linux Server	IBCS Primax BD Limited	Bangladesh	Dhanmondi	2017	8 Months
Oracle database 10g	Database developer	IBCS Primax (BD) Limited	Bangladesh	Dhanmondi, Dhaka	2013	15 months
Working in Financial Ins	Company Secretary Res	Training by Experts	Bangladesh	Dhaka	2008	1 week

titution	possibility				
----------	-------------	--	--	--	--

Professional Qualification:

Certification	Institute	Location	From	To
MBA	Asian University of Bangladesh	Dhaka	September 1, 1998	December 31, 2000

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 132500
 Expected Salary : Tk. 200000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Media/Advertisement/Event Mgt.
 Preferred District : Dhaka
 Preferred Country : American Samoa, Canada, Denmark, France, Germany, Hong Kong, Israel, Luxembourg, United Kingdom, United States

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Social Advancement Rural development policy advocacy 	<p>Was a Member for 10 years of Society of St. Vincent De Paul, a lay catholic charitable organisation dedicated their service for the well fare of the slam and poor civilian Generating Income generating project for the needy people</p>

Extra Curricular Activities:

Have visited rural area and attended in many conferences in Dhaka and out side of Dhaka

Language Proficiency:

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

Personal Details :

Father's Name : Late Ignatius Purification
 Mother's Name : Mrs. Edna Purification
 Date of Birth : November 26, 1971
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 3277302232
 Religion : Christianity
 Permanent Address : Ka-116/1, South Mohakhali, - 1212, Gulshan Model Town, Gulshan, Dhaka 1212
 Current Location : Dhaka

Reference (s):



Reference: 01

Name : Khandaker Monwar Hossain
Organization : First Finance Limited
Designation : Head of Credit & SEVP
Address : Jahnagir Tower (3rd Floor)10, Kawranbazar
C/A, Dhaka
Phone (Off.) : 9145487
Phone (Res.) :
Mobile : 01713010522
E-Mail :
Relation : Others

Reference: 02

M Mostafa Zaman
BEXIMCO GROUP
Group CFO
BEL TOWER, Road # 1, Dhanmondi R/A, Dhaka

01711522015

Others

