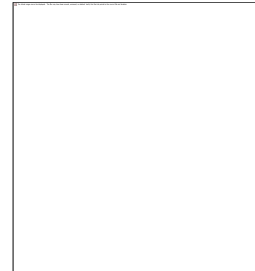


Applied For: **SEO Expert**

Last Updated : **May 10, 2017**

## Bishu Dey

Address: Vill:Brammangaon,P.O:Gobindaganj-3084,P.S-Chhatak, Dist: Sunamgonj.  
Home Phone: 01712891637  
Office Phone :01773443075  
Mobile : 01717737559  
email:bishudey.jobs@gmail.com, bvd.idea@gamil.com



### **Employment History:**

**Total Year of Experience : 8.3 Year(s)**

#### **1. Manager ( October 26, 2016 - Continuing)**

##### **The Lab aid Diagnostic & Consultation Center**

Company Location : Moulvibazar

Department: Management

##### **Duties/Responsibilities:**

- Responsible for field supervision and monitoring.
- Ensure the staff Management,
- Other responsibilities as per management requirement.
- Managing The Office all activities
- Polite and humble attitude and sympathetic to community people.
- Ensure highest level customer service

#### **2. Officer (CDBL & Trading) ( January 19, 2015 - August 15, 2015)**

##### **Premier Leasing Securities Limited**

Company Location : City Center (Level-18),90/1 Motijheel Dhaka-1000.

Department: Non Banking Financial Institute

##### **Duties/Responsibilities:**

Maintenance of different desktop computers.

Software and Hardware Troubleshooting.

Other responsibilities as per management requirement.

Observes systems operations and determine whether programs appear to be operating properly.

Support to the Team Leader relating to BO accounts suspension and Profile update.

Liaison with the listed company and CDBL through the CEO.

Runs the Veda Settlement Scheduler at the designated time schedule after obtaining prior consent of the Systems Administrator.

Monitors and Maintenance of NOC (Network Operation Center)

Installations and Configure Windows 2000 Professional by Veda Software, Oracle Client environment and other utility software for the DPs and Issuers.

Observes systems operations and determine whether programs appear to be operating properly

Provide client support (over phone and physically).

#### **3. Junior Officer (Sales & Trading) ( April 1, 2014 - July 7, 2014)**

##### **City Brokerage Limited**

Company Location : (Wholly owned subsidiary Of The City Bank Ltd.) : Holy Complex.Dorgahgate,

Sylhet-3100.

Department: Non Banking Financial Institute

**Duties/Responsibilities:**

• Maintenance of different desktop computers.

• Software and Hardware Troubleshooting.

• Other responsibilities as per management requirement.

• Monitors and Maintenance of NOC (Network Operation Center)

• Installations and Configure Windows 2000 Professional by Vedas Software, Oracle Client environment and other utility software for the DP's and Issuers.

• Observes systems operations and determine whether programs appear to be operating properly

• Provide client support (over phone and physically).

**4. Capital Market (Trade & CDBL) ( January 1, 2008 - March 30, 2014)**

**Jalalabad Securities Limited**

Company Location : Manru Shopping (3rd Floor),Chowhatta,Sylhet-3100.

Department: Non Banking Financial Institute

**Duties/Responsibilities:**

• Maintenance of different desktop computers.

• Developing the Internal Control System.

• Responsible for field supervision and monitoring.

• Polite and humble attitude and sympathetic to community people.

• Ensure the staff Management,

• Software and Hardware Troubleshooting.

• Other responsibilities as per management requirement.

• Monitors and Maintenance of NOC (Network Operation Center) of CDBL

• In case of failure of the Client's Server, provide contingency setup for the operation of the Vedas Software.

• Installations and Configure Windows 2000 Professional by Vedas Software, Oracle Client environment and other utility software for the DP's and Issuers

• Runs the Vedas Settlement Scheduler at the designated time schedule after obtaining prior consent of the Systems Administrator.

• Observes systems operations and determine whether programs appear to be operating properly

• Daily Shortage clearing from the CDBL end to the DPs by making phone call and sending Messages.

• Provide client support (over phone and physically)

• Ensure DP Service activities relating to Beneficiary Accounts.

• Ensure highest level customer service to the BO accounts holder.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of social science	Sociology	National University	Second Class, Marks :56%	2009	1 Years	Second Class
Bachelor of Social science	Sociology	National University	Second Class, Marks :92%	2008	3 years	Second Class
Business Studies	Commerce	Sylhet Govt.College	Second Division,	2004	2 Years	2.10

			Marks :45%			
SSC	Science	Gobindagonj High School	Second Division, Marks :48%	2002	2 Years	2.75

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Entry Money Laundering	<ul style="list-style-type: none"> <li>• Maintenance of different desktop computers.</li> <li>• Software and Hardware Troubleshooting.</li> </ul>	The City Bank Ltd.	Bangladesh	Dhaka	2014	1 Days
Trading System & Market Analysis	Installations and Configure Windows 2000 Professional by Vedas Software, Oracle Client environment and other utility software for the DP's and Issuers, Daily Shortage clearing from the CDBL end to the DPs by making phone call and sending Messages. Provide client support (over phone and physically)	Securities & Exchange Commission (BSEC)	Bangladesh	Dhaka	2013	1 Days
Professional Training Program under the "Bangladesh Computer Council" on Computer Basic Programme.	Ms word, Ms. Excel, Ms. Power Point, Office Application	Bangladesh Computer Council	Bangladesh	Sylhet	2005	3 Month

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 25,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution  
 Preferred District :  
 Preferred Organization Types :

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : Late. Birendra Kumar Dey.  
 Mother's Name : Sabitri Rani Dey.  
 Date of Birth : July 20, 1983  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Hindu.  
 Permanent Address : Vill:Brammangaon,P.O:Gobindaganj-3084, P.S-Chhatak, Dist: Sunamgonj.  
 Current Location : Dhaka

#### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Monoj Kumar Dey	Rabi Lal Datta
Organization	: UNICEF	Bangladesh Bank,
Designation	: Procurement Officer (Procurement Dept,)	Assistant Director
Address	: 1,MintuRoad,BSL Complex Shahabag UNICEF, Dhaka.	Bangladesh Bank,Taltola, Sylhet.
Phone (Off.)	:	8801558315488.
Phone (Res.)	:	
Mobile	: 01731-911590	01771853488
EMail	: mkdeb@unicef.org	
Relation	: Professional	Professional