

Last Updated : **February 9, 2018**

DEBARGHYA KUNDU SETU

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Career Objective:

Want to work with a progressive and forward thinking company that will facilitate career development and generate opportunity to cultivate and contribute my education and experience.

Career Summary:

Working as Officer (Branch Service) at Guardian Life Insurance Limited
Former Officer (Actuarial Functions Department) at Guardian Life Insurance Limited
Former Junior Software Engineer in Euro Bangla IT in ERP development section.
Worked as Computer Operator in Population and Housing Census 2011 Project at Bangladesh Bureau of Statistics.

Employment History:

Total Year of Experience : 6.5 Year(s)

1. Officer (October 1, 2017 - Continuing)

Guardian Life Insurance Limited

Company Location : Dhaka, Bangladesh

Department: Branch Service

Duties/Responsibilities:

1. Maintain administrative issues of field force
2. Assist for regular commission generation
3. Assist seniors for handling about the policy making issues
4. Recruitment of field force

2. Officer (September 18, 2016 - September 30, 2017)

Guardian Life Insurance Limited

Company Location : Siddique Tower, 49, Mohakhali, Dhaka

Department: Actuarial Functions Dept.

Duties/Responsibilities:

1. Prepare and Maintain the Reinsurance Account Statement
2. Group Insurance Premium Calculation
3. Insurance Product Pricing
4. Insurance Product Review
5. Surrender Value calculation

3. Computer Operator (September 1, 2015 - October 20, 2015)

Business Automation

Company Location : T.K Bhaban, Karwan bazar, Dhaka

Department: Outsourcing Employee

Duties/Responsibilities:

Work and give support to the software of Judges Database and Cause List project of UNDP at Bangladesh Supreme Court

4. Junior Software Engineer (February 11, 2015 - August 31, 2015)**EuroBangla iT**

Company Location : Road#30. House# 436, Mohakhali DOHS, Dhaka

Department: Software Development Department

Duties/Responsibilities:

1. Prepare necessary modules in ERP software in the PHP framework.
2. Assist the programmer and developers for the development of the ERP software.
3. Check data and assure the quality of the software in several stages.
4. Check unit testing for ERP modules (e.g. Accounts, Sales, Purchase, Inventory, HRM)
5. Provide support to client end for the ERP software.

5. Computer Operator (April 7, 2011 - February 10, 2015)**Spellbound**

Company Location : BANANI, DHAKA

Duties/Responsibilities:

1. Work as Computer Operator (Outsourcing Employee) in Population and Housing Census 2011 Project under the supervision of the Project Director.
2. Assist the Technical Team and Report Writing and Pre-publication Team of Population and Housing Census 2011 Project to prepare the Community Reports (64 Districts), District Reports (64 Districts), Analytical Report using the enumerated data of the Population and Housing Census 2011 using the utility software.
3. Prepare the data tables for Community Reports (64 Districts), District Reports (64 Districts), Analytical Report using the data supplied by the programmers using the utility software (CSPRO & Microsoft Excel 2007).
4. Prepare the answers of the related questions arises in the parliament according to the Census Data.
5. Supervise and review the Data Analysis Team to prepare the data tables for the Census Reports.
6. Prepare Presentation Slides using Microsoft Power Point 2007 for various seminars and official meetings.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Actuarial Science	Actuarial Functions	University of Dhaka	Enrolled	2018	2 years	-
Masters in Computer Science and Engineering	Computer Science & Engineering	Stamford University Bangladesh	CGPA:3.16 out of 4	2014	48 Credit	-
Bachelor of Science	Computer Science	University of Calcutta	Second Class, Marks :42.5%	2009	3 Years	-
HSC	Science	Govt. Science College	CGPA:3.6 out of 5	2003	2 years	Scholarship for persuing B.Sc from Govt. of India(I.C.C.R)
SSC	Science	Rifles Public School & College	CGPA:4.5 out of 5	2001	2 Years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Training on Life Insurance	Fundamentals of Life Insurance and the functions of life insurance	Academy of Learning Limited, Dhaka	Bangladesh	Dhaka	2017	15 Days
Advanced Reinsurance	Advance Reinsurance procedures and calculations in Insurance	Bangladesh Insurance Academy, Dhaka, Bangladesh	Bangladesh	Mohakhali, Dhaka	2017	2 Days
Basic Operations of Life Insurance Companies	Major operations of life insurance, compliance issues, underwriting, actuarial valuation	Guardian Life Insurance Limited	Bangladesh	Head Office, Guardian Life Insurance Limited	2017	2 months
Fundamentals of IT Administration	OSI, TCP/IP, Ping and Wireshark, IP, IP addressing, Sub-netting Deploying and Managing Windows Server 2012 with Active Directory Domain Services, DHCP, DNS, Local Storage, File Server, Web Server Installing and Administering Linux, Managing User and Group Accounts, DNS, DHCP, FTP, Proxy	BASIS Institute of Technology & Management (BITM)	Bangladesh	BDBL(Old BSRS) Bhaban, 12 Karwan Bazar, Dhaka	2014	48 Hours

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 20250
 Expected Salary : Tk. 20
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, Customer Support/Call Centre
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, India, Australia, France
 Preferred Organization : Insurance, IT Enabled Service, BPO/ Data Entry Firm, Call Center, E-commerce
 Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> IT Support Service CSS MySQL MS Word/ Excel/ PowerPoint/ OneNote PHP HTML/ DHTML Life Insurance 	1. Experienced in trouble-shooting & assembling of Computer 2. Self- confident & possess excellent interpersonal communication skill. 3. Programming Language : HTML,PHP,C Database : SQL, MySql Application Package : MS Office (2007, 2010) Operating System : Windows XP, Windows 7, Windows 8, Windows Server 2012 Network : Routing, Switching, LAN, WAN, 4. Actuarial Functions : Product Pricing Reinsurance Accounts Valuation Branch Service (Recruitment, Administration, Policy Making)

Extra Curricular Activities:

Play Tabla Singing Reading Novels

Language Proficiency:

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

Personal Details :

Father"s Name : Satyendra Nath Kundu
 Mother"s Name : Kumkum Roy
 Date of Birth : November 8, 1985
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Hindu
 Permanent Address : Village- Uzanchar, P.O-Goalanda Bazar P.S.- Goalanda, District- Rajbari
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Uttam Kumar Sikder	Samira Yunus
Organization	: Office of Comptroller and Auditor general	Fareast Islami Life Insurance Co. Ltd
Designation	: Audit and Accounts officer	SVP
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EMail	:	samirayunus@gmail.com
Relation	: Family Friend	Academic