

Last Updated : **September 19, 2017**

JOY PANDIT

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Career Objective:

To have an opportunity to work in an any reputed organization where the scope of growth and expansion of my knowledge, added with my experience, will be wider.

Special Qualification:

Capable of working in a team as well as independently, Good interpersonal skills with leadership quality, Decision making and strong problem solving ability, Excellent written and oral communication.

Employment History:

Total Year of Experience : 3.8 Year(s)

1. **Coordinator (January 9, 2016 - Continuing)**

Bureau Veritas Consumer product Services (BD) LTD

Company Location : H#94,R#23,Block#A Banani, Dhaka 1213

Department: IAC

Duties/Responsibilities:

To release inspection report coordinating with India report Review Team

2. **Upazila Coordinator (October 1, 2014 - September 30, 2015)**

Company Location : CIPRB H#162 B#B R#23 New DOHS Mohakhali,Dhaka
Department: Health (MPDR)

• Maintain regular communication with GOB Upazila Manager (UHFPO & UFPO) & their staffs; partner NGOs for implementation and improvement of the program.

Organize UZ MPDR Review meeting periodically & prepare presentation with updates of DN map & Ensuring the participation of all Upazila Manager in any program related District Meeting & training at district level regulation containing decision & discussion issue.

Report build up with Statistician for collecting data & also integrate in existing MIS system.

• Participate with SN during FDN & FDR conduction & maintain communication.

Actively participate in the verbal & social autopsy with HI/AHI/FWI.

Observing the death notification activities undertaken by HA/FWA.

Organize some supervisory & monitoring field visit by the UHFPO and UFPO to review MPDR progress.

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	American International University Bangladesh	CGPA:3.21 out of 4	2014	2 years
MA	English	National University	Second Class, Marks :52%	2010	1 year
BA	English	National University	Second Class, Marks :47%	2009	4 years
HSC	Humanities	Shahid Syed Nazrul Islam College, Mymensingh	CGPA:3.9 out of 5	2005	2 years
SSC	Humanaties	Sun flower pre-cadet and high school	CGPA:3.31 out of 5	2003	-

Training Title	Topic	Institute	Country	Location	Year	Duration
INTERN	GENERAL BANKING(Cash Management,A/C Opening Procedure,Online Banking Operations,Bills & Remittance,GENERAL ADVANCE	UCBL	Bangladesh	Mymensingh	2014	3 Months
Computer	Application Software,Operating System,Internet	Urban Development Community Center, Mymensingh.	Bangladesh	Mymensingh	2012	6 months

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 18,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, General
 Management/Admin, Waiter/Waitress
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : Banks, Development Agency
 Types

Specialization:

Fields of Specialization	Description
• Computer Science/ Engineering	Application Software MS Office Package Operating System All Windows Version Internet Familiar with E-mail and Surfing.

Language Proficiency:

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

Personal Details :

Father"s Name : Nishchinta Pandit
 Mother"s Name : Khelon Pandit
 Date of Birth : January 1, 1989
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Hindu
 Permanent Address : 27 Mesoa Bazar (Soto Bazar) Mymensingh P.S: Sadar, Dist:
 Mymensingh.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Humayun Kabir	Utpal Kumar Das
Organization	: Ananda Mohan University college,Mymensingh	Dutch Bangla Bank Ltd,
Designation	: Assistant Professor	Senior officer & Deputy Manager
Address	:	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01711850945	01717222706
EMail	:	
Relation	: Academic	Relative