

Applied For: **IT Executive (Sylhet)**

Last Updated : **August 11, 2018**

KESHAB PANTHA DAS

Address: House No :267, Road No 11, Bagbari Sylhet
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Career Objective:

Searching for a desirable opportunity with which I will have the scope in utilizing my skills and potentiality to do something innovative for the people and from which I will be able to enhance my knowledge and efficiency.

Employment History:

Total Year of Experience : 4.9 Year(s)

1. Area Coordinator (March 15, 2017 - Continuing)

Unilever Bangladesh Limited

Company Location : SOUTHERN AGENCY ,Road#2, Teli Bazar, Boldi, South surma, Sylhet-3100

Department: Human Resource

Duties/Responsibilities:

Monthly Attrition all Designation , YTD Attrition 2018, CDD Attrition YTD '18 (Need to close the format), WPG Tracker Attrition 2017_YTD '18, Attrition Tracker 2018 Final, DFFs Central Database as per New Format, Total DFF Population, National Old Database, Exit DFF Performance., New DFF Performance, Quarterly Performance, DFFs Regular incentive format & calculation Claim summary, DFFs POD files & Claim summary-May'18-National, Pool for DFF, Exit Interview, Reason of resignation & termination MTD & YTD.

2. Customer Service Officer (April 21, 2012 - August 31, 2014)

Auger Wireless Broadband Bangladesh Ltd.

Company Location : Sylhet

Department: Customer Center

Duties/Responsibilities:

- ♣ To provide Customer Service for Qubee Internet user.
 - ♣ Collect revenue for postpaid user.
 - ♣ Help with the general documentary tasks;
 - ♣ Provide service any complication modem or device.
 - ♣ Maintain a professional attitude and loyalty to the Center at all times;
 - ♣ Attend all staff meetings and recommended training programs and conferences;
 - ♣ Help to maintain a neat and organized QUBEE Store
- Face to face customer problem solve.

3. **Merchant Service Advisor (April 7, 2011 - April 2, 2012)**

Brac Bank Ltd.

Company Location : Sylhet

Department: Sales Office

Duties/Responsibilities:

- ♣ Liaising and building relationships with Brac Bank Customer
- ♣ Maintaining and building contacts with Them;
- ♣ Managing the production of marketing materials, including leaflets, Sticker etc.
- ♣ Maintaining and updating mailing databases;
- ♣ Monitoring competitor activity;
- ♣ Dealing with clients about their dealing payment;

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	Sylhet International University, Sylhet	CGPA:3.15 out of 4	2012	One year	MBA Certificate
BBA	Finance	Sylhet International University, Sylhet	CGPA:3.3 out of 4	2010	Four year	BBA Certificate
HSC	Science	Madan Mohan College, Sylhet	CGPA:2.2 out of 5	2004	Two Year	HSC Certificate
SSC	Science	The Aided High School, Sylhet	CGPA:3.63 out of 5	2002	Two year	SSC Certificate

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 14000
Expected Salary : Tk. 20,000
Preferred Job Category : Accounting/Finance, Customer Support/Call Centre
Preferred District : Anywhere in Bangladesh.
Preferred Country : United Kingdom, Canada
Preferred Organization Types : Banks, Tea Garden, Call Center

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• MBA/ BBA

Extra Curricular Activities:

Certificate in Computer Application (Institutions: Oishi Computer Training Academy, Sylhet) • Six Month Course. Computer Office Application on MS Word, PowerPoint presentation, Computer operation with MS-Office, e-mail and internet browsing software, computer based file management and network based printing sharing.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	High

Personal Details :

Father's Name : Kaushik Pantha Das
Mother's Name : Kalphana Pantha Das
Date of Birth : January 1, 1987
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Sonaton
Permanent Address : House No :267, Road No 11, Bagbari Sylhet
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Delip Kumar Paul	Md. Abdul Latif
Organization	: Pubali Bank Ltd	Sylhet International University
Designation	: Deputi General Manager	Dean of Business Administration
Address	: Comilla Regional Branch Comilla Comilla Regional Branch Comilla	Sylhet International University, shamimabad bagbari sylhet
Phone (Off.)	:	
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Relation	: Family Friend	Academic