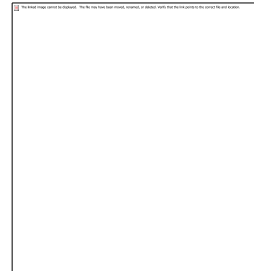


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 18, 2013**

Narayon Kumar Das

Address: House 16, Road 3A, Sector -09, Uttara, Dhaka-1230
Home Phone: 0821-721145
Office Phone :028901347
Mobile : 01712-762201
email:narayon1@yahoo.com, narayon1@yahoo.com



Career Objective:

Seeking a full time position as an Executive Officer to develop a career that will provide me advance opportunity in the area of Social compliance Audit, Management, Finance and Accounts in a challenging environment of a multinational, financial and

Career Summary:

Working as a Cargo Operations Agent in Qatar Airways from 2nd May ,2010 . Worked as an "Station In Charge" in United Airways (BD) Ltd at (H S I A) from 1st June, 2007 to 21st April ,2010 .Worked as an "Accountant" for Bureau Veritas Consumer Products Services (BD) Ltd. (French based multinational company from 2nd May, 2005 to 17th May, 2007)
• Worked as an "Audit Staff" under "Dhar & Co". (Chartered accountants)
(From February 7th, 2004 to 20th April, 2005)

Special Qualification:

CMA (Inter) , India tour for Accounting software training ,Student of Alliance Francaise.(p-1 completed),

Employment History:

Total Year of Experience : 13.0 Year(s)

1. Accountant (December 16, 2012 - Continuing)

Ali Bin Ali

Company Location : Doha

Department: Finance

Duties/Responsibilities:

Product costing & Other accounting task.

2. Cargo Opertions Agent (May 2, 2010 - December 13, 2012)

Qatar Airways

Company Location : Biman Cargo Village (Export) , Dhaka

Department: Cargo

Duties/Responsibilities:

Cargo Acceptance

Aircraft Space Planning

Cargo Load Planning
 Flight Documents Creation
 Document Creation of all Particulars in Favor of Consignee, Shippers and Airlines.
 Telex Correspondence
 Cargo Online Documentation, Manifesting, Amendment and Onward Planning, FHL (House AWB Updating)
 Ramp Supervision: (Loading and Offloading)
 Managing the Operational Jobs: Pre-Alert, VAL (Valuable CGO) Cargo Notification, AVI (Live Animals) Acceptance, Environment Handling, Customer Services, Load Plan followed by ULD Build-up Instructions and Supervision etc.
 Discrepancy Handling: MSCA, MSAW, FDCA, Over-Carried etc.
 HUM Handling (Consignee Contacts and other Arrangements)
 PER (Perishable) Cargo Handling
 Managing and Disseminating Import Cargo to the Appropriate Consignees: Proper Documentation, Dealing with POD, VAL Cargo, MSAW, Over-Carried Shipments, Consignee Acceptance etc.

3. **Station In Charge (June 1, 2007 - April 20, 2010)**

United Airways (BD) Ltd

Company Location : Niloy 5, Chowhatta, Sylhet-3100

Department: Finance & Accounts

Duties/Responsibilities:

Ensure the proper utilization of revenue documents , supervise the ticketing procedure, banking , portfolio management , look after the investors , response the query of potential investor , Petty cash management, Expenditure management, "Assist Director-in-Charge" for report preparation for Head Office, rendering sales report, follow up the stock holders activities, flight attendance during arrival & departure, trim sheet & load sheet preparation and regular accounting task & supervise the junior staff work

4. **Accountant (May 2, 2005 - May 17, 2007)**

Bureau Veritas Consumer Products Services (BD) Ltd.

Company Location : plot #130, DEPZ, Savar, Dhaka.

Department: Finance & Accounts

Duties/Responsibilities:

Preparation of voucher,
 Maintaining ledger & preparing cash report.
 Petty cash management
 Assisting in payroll preparation & P/F accounts maintenance.
 L/C documents preparation & follow up till fund realization.
 Vat challan preparation & submit to the authority,
 Posting voucher in JDE (accounting software) & ledger in MS-Excel,
 Inter company balance confirmation,
 Assisting in report preparation for Head Office & communicate with suppliers, Vendor, etc.

5. **Audit Staff (November 2, 2004 - April 30, 2005)**

Dhar & Co (Chartered Accountants)

Company Location : Purana Paltan , Dhaka

Department: Finance & Accounts

Duties/Responsibilities:

Collection of Audit evidence, report preparation etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Com	Accounting	Dhaka College, Dhaka	Second Class, Marks	2003	2 yrs	-

			:58.2%			
M.Com	Management	Madan Mohan College, Sylhet	Second Class, Marks :51%	2000	1 yrs	-
B.Com (Hons)	Management	Madan Mohan College, Sylhet	Second Class, Marks :46%	1999	3 yrs	-
HSC	Science	M.C.College	Second Division, Marks :64.4%	1996	2 yrs	First division
SSC	Science	Blue Bird High School, Sylhet	First Division, Marks :74.7%	1994	12 yrs	Obtain Star Marks

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Shipment of Perishable Goods	Perishable Goods receipt , Documentation ,Loading , Tag , etc.	Qatar Airways	Qatar	Doha	2012	3
Dangerous Goods Awareness - CAT 10	DG, DGR , DG Acceptence , Emergency Rules etc	Qatar Airways	Bangladesh	Dhaka	2011	01 days
Cargo Warehouse Handling and Dangerous goods-CAT 08	Warehouse identification , ULD,s , DG-CAT 8, ULD buid up , Ramp Handling , Aircraft types , FOD etc	Qatar Airways	Qatar	Doha	2011	6 Days
Fake Passport Identification	Fake documents	UK Border Agency	Bangladesh	Niloy - 5 , Chowhatta , Sylhet-3100	2010	2 Days
Basic Cargo Tarrif	Cargo Sales, Charges Prepaid , Charges Collect , Airlnes Codes Etc	Qatar Airways	Qatar	Doha	2010	7 Days
Executive Course on VAT	VAT	"CTTR	Bangladesh	Dhaka. Dhanmondi.	2006	7 days
FDI Reporting Program	Foreign Direct investment	Bangladesh Bank Training Academy.	Bangladesh	Mothijheel., Dhaka	2006	1 days

Professional Qualification:

Certification	Institute	Location	From	To
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CMA (Inter)	ICMAB ,	Nilkhet Dhaka	July 1, 2001	December 31, 2005
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Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 32000
Expected Salary	: Tk. 35,000
Preferred Job Category	: Accounting/Finance, Marketing/Sales
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: American Samoa, Argentina, Australia, Austria, Bahrain, Belgium, Brazil, Canada, Denmark, Finland
Preferred Organization Types	: Banks, Investment/Merchant Banking, Manufacturing (FMCG), Manufacturing (Light Engineering & Heavy Industry), Airline, Immigration & Education Consultancy Service

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> CMA - part 	Profecient in AIRS (Airline reservation and inventory system) , Used to in CITRIX System (Used by Qatar Airways) , Experienced on JDE (Used by B.V.C.P.S) , Quick Book Pro-2003 (Accounting Software)

Extra Curricular Activities:

Dynamic, Self Motivated , Hard Worker , Work under pressure ,

Language Proficiency:

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

Personal Details :

Father's Name	: Nogendro kumar das.
Mother's Name	: Jusna Das.
Date of Birth	: August 1, 1979
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Hindu
Permanent Address	: 154/3, Rangdhonu, chowkidheki, sylhet.
Current Location	: Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Suhed Ahmed Chowdhury	Md. Saidur Rahman
Organization	: Qatar Airways	BVCPS(BD)LTD

Designation	: Cargo Manager-Bangladesh & East India	Asst.Manager (F&A)
Address	: Taj Mariott, Gulshan -1 , Dhaka	Plot#130, DEPZ< Savar, Dhaka
Phone (Off.)	: 8802- 8858781 (Ext - 226)	880-2-7701464-6,ext 111
Phone (Res.)	:	
Mobile	: 01713001835	01819-453021
EMail	:	saidur.rahman@bd.bureauveritas.com
Relation	: Professional	Professional