

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

Last Updated : **May 17, 2017**

Nayan Kumar Saha

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Career Objective:

To build up career in a challenging position at any organization where creativity, sincerity, skill & performance are at the heart of one's appraisal & recognition.

Special Qualification:

Masters in Economics

Employment History:

Total Year of Experience : 11.8 Year(s)

1. Production Manager (April 2, 2016 - Continuing)

PRAN RFL GROUP

Company Location : Dhaka

Department: Production

Duties/Responsibilities:

1. Making Production Plan
2. Making Production Report
3. Making Pre Plan for Production
4. Ensuring that the production is cost effective;
5. Ensure that the production is cost effective;
deciding what resources are required;
6. Drafting a timescale for the job;
7. Making estimate costs and set the quality standards;
8. Monitoring the production processes and adjust schedules as needed;
9. Be responsible for the selection and maintenance of equipment;
10. Monitoring product standards and implement quality-control programmes;
11. liaise among different departments, e.g. suppliers, managers;
12. Working with managers to implement the company's policies and goals;
13. Ensuring that health and safety guidelines are followed;
14. Supervising and motivate a team of workers;
15. Reviewing worker performance;
identifying training needs.

2. Production in Charge (March 1, 2012 - Continuing)

Art Sign pvt Ltd

Company Location : Dhaka

Department: Production

Duties/Responsibilities:

1. Production label increase
2. Production quality develop
3. Production management
4. Training and maintenance to build up strong operating
5. Machine maintenance
6. IT Support
7. Shift management
8. 24 hours time schedule maintain
9. Data collection of print

3. **IT Officer and Technician Of Electronics (July 1, 2007 - August 31, 2011)**

NYWTA Computer Training Academy

Company Location : Sylhet

Department: C&E

Duties/Responsibilities:

I served in NYWTA Computer Training Academy From 01 July 2007 to 31st August 2011 as a IT Officer.

- # Data Entry.
- # Computer Hardware & Software Troubleshooting.
- # Troubleshooting all networking error.
- # Convention With Teacher for Marketing.
- # Making Advertise.
- # Electronics Equipment Service.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MSS Economics	Economics	National University	Third Class, Marks :45%	2011	2 Years
Bachelor of Social Science	Arts	National University	Second Class, Marks :51.53%	2008	3 Years
HSC	Arts	Kalmakhada Degree College	Second Division	2004	2 Years
SSC	Arts	Bishor Psssa H C High School	First Division	2002	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate In Computer Grapics Design And Multimedia Programming	Adobe Photoshop, Illustrator, Flush	Bangladesh Technical Education Board	Bangladesh	Sylhet	2008	6 Months
Dipoloma in Electronics	Basic Electronics, Parts internal diagram, Principle of Electronics, Project making, Servicing	National Youth & Women Training Academy	Bangladesh	Sylhet	2006	6 Months

	techniques.					
Diploma In computer Science	MS Office Application, Visual Basic, Hardware	NYWTA Computer Training Academy	Bangladesh	Sylhet	2006	6 Months

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 19550
 Expected Salary : Tk. 18,000
 Preferred Job Category : Commercial/Supply Chain, General Management/Admin
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : India, Malaysia, United Kingdom, United States, Singapore
 Preferred Organization Types : Banks, Buying House, CNG, Garments Accessories

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Administration • Admin • Administrative/Executive • Quality Control/Inspect • Production Management

Language Proficiency:

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

Personal Details :

Father's Name : Srebash Saha
 Mother's Name : Swressati Saha
 Date of Birth : July 16, 1986
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Hindu
 Permanent Address : Vill+P/O- Bishor Passa, PS- Kalmakhanda, Dist-Netrokuna
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Ringku Chandra Saha	Rezaul Karim
Organization	: Excell BD	SUST
Designation	: Area In- Charge	CSE(Sr. Technicion)

Address	:	A Building (ICT Department)
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	:	01671097443
EMail	:	plkent@gmail.com
Relation	:	Professional