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PROSHANTA MANDAL

Address: Mandal Villa House No.-32, Road No.- 01, Basundhara River-View Residential Area, South-Keranigonj, Dhaka-1311 Bangladesh
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Career Objective:

To achieve a position where I can be much potential and crucial for delivering the required services which I am assigned for.

Career Summary:

Over three and a half years of progressively responsible experiences in the field of administration and customer-oriented functions in the organizations in both home & abroad where functional tasks included ensuring meeting the administrative roles assigned by the management, operational strategies etc. during my service to the organizations. I have been also performing my career role as an effective Corresponding Executive cum computer operator where I am enjoying my responsibilities.

Special Qualification:

I attended the IELTS exam twice where I obtained a score of 5.5 and 6.5 in 2009 and 2012 respectively. Also possess excellent level of both written and spoken English as I have spent a great deal of time in an English spoken country.

Employment History:

Total Year of Experience : 7.5 Year(s)

1. Correspondence Executive (June 15, 2014 - Continuing)

R S Syndicate Pvt. Ltd.

Company Location : Motijheel, Dhaka
Department: Information Technology

2. Instore Salesman (May 1, 2011 - July 31, 2012)

Hatchison 3G UK Ltd.

Company Location : London , United Kingdom
Department: Sales

Duties/Responsibilities:

Selling the products, recording these on accounts, dealing with customers and different kinds of administrative and financial management tasks.

3. Ass. Manager (December 22, 2009 - October 31, 2011)

Monsoon Cuisine

Company Location : Dorset , United Kingdom

Department: Managing

Duties/Responsibilities:

Taking care of accounts,dealing with customers,banks,suppliers,vendors,utilities providers etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Arts	International Business	Birmingham City University [Foreign Institute]	CGPA:3.33 out of 4	2011	3 years
HSC	Commerce/Business Studies	Doleshwer A. M, Ideal College	CGPA:5 out of 5	2008	2 years
SSC	Commerce/Business Studies	Doleshwer Ideal High School	CGPA:4.56 out of 5	2006	-

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 15,000
Preferred Job Category : Garments/Textile, Customer Support/Call Centre
Preferred District : Anywhere in Bangladesh.
Preferred Country : Australia, Austria, Belgium
Preferred Organization : Banks, Consulting Firms, Garments, Airline, Group of
Types Companies, Cement Industry, Financial Consultants

Specialization:

01. Participated in IELTS Exams twice and obtained 6.0 & 6.5 respectively. 02. Have in-depth knowledge on Microsoft Office Tools e. g. Word, Excess, Excell, Power-point, Adobe-Photoshop, Acrobat etc.

Language Proficiency:

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

Personal Details :

Father"s Name : Anil Mandal
Mother"s Name : Madhaby Rani
Date of Birth : December 19, 1990
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Hinduism
Permanent Address : Mandal Villa House No.-32, Road No.- 01, Basundhara River-View
Residential Area, South-Keranigonj, Dhaka-1311 Bangladesh
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Elim	Bishawjit Sarker
Organization	: Madina Enterprise	R. S. Syndicate Pvt. Ltd.
Designation	: Managing Director	Manager (Administration)
Address	: Dhaka	A. K. Khan Building. 49, Motijheel C/A, Suite No.- 307, Dhaka-1000 Bangladesh.
Phone (Off.)	: 01711358533	+88-02-9551737
Phone (Res.)	:	
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EMail	: madinaep.bd@gmail.com	
Relation	: Professional	Professional
