

CURRICULUM VITAE

of
Susmita Das Gupta



Mailing Address:

Susmita Das Gupta

C/O- Saikat Sen Sharma, Loknath Store, 12 No. Kabi Nazrul Road, Firingee Bazar, Kotowali, Chittagong, Bangladesh.

Contact no:01796699979

E-Mail-1: susmitadasgupta0124@gmail.com

E-Mail-2: susmita@valiantbd.com

Career Objective:

My vision to build up a career which will not be merely a means of living rather a means for making other's life meaningful and satisfying. I prefer to work in a environment demanding hard work, innovativeness, technical knowledge and offer opportunities to learn something new.

Educational Qualifications:

Master's of Social Science (MSS)

University : National University
Department : Economics
Passing Year : 2014
Result : 3.34 (out of 4.00)

Bachelor of Social Science (BSS, Honors)

University : National University
Department : Economics
Passing Year : 2013
Result : 3.28 (out of 4.00)

Higher Secondary Certificate (H.S.C)

Passing Year : 2008
Group : Business Studies
Result : 4.60 (out of 5.00)
Institution : Govt. Hazi Mohammad Mohosin College, Chittagong.
Board : Chittagong Board

Secondary School Certificate (S.S.C)

Passing Year : 2006
Group : Science
Result : 5.00 (out of 5.00)
Institution : Kusum Kumary City Corporation Girl's High
School, Jamal Khan Road, Chittagong.
Board : Chittagong Board

Computer Skill:

Ms word, Ms Excel, MS PowerPoint & Internet Browsing & E-Mail

Job Experience:

I have been working as a “ **Commercial-Executive**” in Commercial Department since 2016 to till now of “ **Valiant**” an apparel division of **Habib Group, 1182 Love lane, Nur Ahmed Road , Chittagong.**

Key Responsibilities:

- Dealing with Multiple buyer-H&M, WALMART, CENTRO.
- Collecting PO, Sales Contract & Export LC from Merchandiser & local buying office & accordingly preparing all Export related documents for shipment purpose for bank, Bepza & Customs.
- As per buyer requirement - submitting on-line booking & supporting all working will be finished.
- Submitting FCR/BL to forwarder through their online systems & execution all correspondence [E-mail & letter & others] to Bank, Customs & Bepza for shipment purpose.

Language Proficiency:

Have a good command both Bengali & English.

Interests:

- Economics, Ethics, Society
- Reading Books, Singing
- Watching Movies, Traveling.

Personal Details:

Name : **Susmita Das Gupta**
Father's Name : Late Bijoy Das Gupta
Mother's Name : Gayatri Das Gupta
Date of Birth : 2nd March, 1991
Gender : Female

Marital Status : Single
Religion : Hinduism
Nationality : Bangladeshi
Nid No : 8233259848

Permanent Address : C/O- Saikat Sen Sharma, Loknath Store,
12 No. Kabi Nazrul Road, Firingee Bazar, Kotowali,
Chittagong, Bangladesh.

Present Address : C/O- Saikat Sen Sharma, Loknath Store,
12 No. Kabi Nazrul Road, Firingee Bazar, Kotowali,
Chittagong, Bangladesh.

Attributes

Highly self-motivated individual and strong analytical ability, Ability to work under pressure and positive attitude.

Reference:

1. Pradip Nag

Supplier Development Responsible & Chittagong Office Administration Responsible.

H&M, Chittagong Liaison office, Makkah Madinah Trade Centre
8th Floor, Plot No.78. Agrabad Commercial Area, Chittagong,
Bangladesh
Cell: 01711275986

2. Abhijit Das Gupta

In-Charge Inbound Logistics, BSRM Group
Corporate Office Sadarghat, Chittagong.
Cell: 01713-362976.

Commitment:

I am quite confident that with my educational qualification, acquired knowledge and enthusiasm, I would be able to perform all the duties and responsibilities on me in connection with my job.

Susmita Das Gupta

Date: