

Last Updated : **February 2, 2017**

## **SWANDEEP PAUL**

Address: Aushkandi,Nobigonj,Habigonj,Sylhet.  
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### **Career Objective:**

To serve a responsible administrative position at a well structured organization and successfully apply academic knowledge and interpersonal skills to enhance organization efficiency.

### **Career Summary:**

Asst.Merchandiser  
Jic suit ltd.(Fci Group)  
Sundor Nagoe, Aushkandi,  
Habigonj  
Join Date- 13.01.16 to Continue

### **Special Qualification:**

1.Three Month Experience Working in the (Internship) First Security Islami Bank Ltd, Sylhet Branch.

### **Employment History:**

**Total Year of Experience : 6.3 Year(s)**

1. **Asst.Merchandiser ( January 13, 2016 - Continuing)**

**Jic Suit Ltd.**

Company Location : Sundornogor,Aushkandi,Nabigonj,Habigonj.  
Department: Merchandising

**Duties/Responsibilities:**

- > Handle the orders independently.
- > Handle the order and the raw materials in due time to ensure on time delivery.
- > Good knowledge on computer operating.
- > monitor the order status.

> Merchandising  
Reporting and quantitative analytical ability.

2. **Asst.Merchandiser ( January 13, 2016 - Continuing)**

**Jic Suit Ltd.**

Company Location : Sundornogor,Aushkandi,Nabigonj,Habigonj.

Department: Merchandising

**Duties/Responsibilities:**

- > Handle the orders independently.
- > Handle the order and the raw materials in due time to ensure on time delivery.
- > Good knowledge on computer operating.
- > monitor the order status.

> Marchandising

Reporting and quantitative analytical ability.

3. **Accounts & Admin Officer. ( February 13, 2015 - August 16, 2015)**

**Rema Kalenga Co-Management Committee .**

Company Location : Rema Kalenga , Chunarughat,Habigonj,

Department: Accounts

**Duties/Responsibilities:**

Accounts & Administration

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B B A	Finance	Sylhet International University, Sylhet	CGPA:2.3 out of 4	2013	2008-2013
H SC	Business Studies	Madan Mohan College,Sylhet	CGPA:2.6 out of 5	2008	2006-2008
SSC	Business studies	Rajar Bazar Govt High School	CGPA:2.13 out of 5	2006	2004-2006

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 15000  
 Expected Salary : Tk. 13,000  
 Preferred Job Category : Accounting/Finance, Marketing/Sales, Chef/Cook  
 Preferred District : Dhaka, Habiganj, MoulaviBazar, Sylhet  
 Preferred Country : India, Canada, Kuwait  
 Preferred Organization : Banks, Advertising Agency, Buying House, Audit Firms /Tax  
 Types Consultant, Hospital, Call Center, Automobile

**Language Proficiency:**

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

**Personal Details :**

Father"s Name : SAMARENDRA PAUL  
Mother"s Name : SUKLA RANI PAUL  
Date of Birth : May 10, 1991  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : HINDU  
Permanent Address : VILL-ASHRAFPUR PO-RAJAR BAZAR UPO-CHUNARUGHAT DIS-  
HOBIGONJ  
Current Location : Sylhet

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Biswajit Debnath	Mr.Emon Mojumder
Organization	: Dutch Bangla Bank Limited	FCI Trade Int. Ltd.
Designation	: Officer(Cash)	Sr. Merchandiser
Address	: Upashahar Branch,Sylhet	Fci Group, Jic Suit Ltd. Sundor Nogor, Aushkandhi,Nobigonj,habigonj,Sylhet.
Phone (Off.)	: 01556432494	01672640165
Phone (Res.)	:	
Mobile	: 01673449676	01717151856
EMail	:	
Relation	: Relative	Others

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