

Last Updated : **December 10, 2018**

## **SENTU KUMAR BISWAS**

Address: 101/2 Crecent Road, Green Road, Panthapath , Dhanmondi ,,  
Dhanmondi, Dhaka  
Home Phone: 01712424136  
Mobile : 01638636995  
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### **Career Objective:**

To seek a challenging job in a competitive where knowledge and ability can be exploited to yield the optimum benefit to the organization as well as myself.

### **Career Summary:**

To join with a leading organization as per the requirement and want to be a versatile personality with integrity and competency in the field of my profession. Looking for an opportunity where I can exercise my full capability and competency of working in theoretical and practical knowledge, entrepreneurial spirit, dedication and strong motivation.

### **Employment History:**

**Total Year of Experience : 10.7 Year(s)**

#### **1. Executive ( May 1, 2016 - Continuing)**

##### **Paradise Group**

Company Location : Kutubail , Fatullah , Narayangonj.

Department: Customs & Vat

##### **Duties/Responsibilities:**

1. Responsible for Maintaining all type of VAT related Work.  
Maintain VAT related ledgers Mushak -16.
2. Prepare Submitted monthly return (Mushak -19) as per VAT Rules for PCL & SBS Cables.
3. Ensure timely Receive VAT Rebate of Raw materials as per VAT Rules.
4. Prepare Credit Note & Debit Note.
5. Ensure timely Receive VAT Rebate of Raw materials as per VAT Rules.
6. Make co-operation with senior about VAT audit related activities.

#### **2. IT Executive ( January 1, 2015 - April 30, 2016)**

##### **Siddique plastic Industries Ltd.**

Company Location : 9/3 Nurbagh ,Kamrangichoe

Department: IT Divition

##### **Duties/Responsibilities:**

Managing and connecting Network LAN, Switch. Good Knowledge of Computer Hardware.Solve IT problems in a timely manner

#### **3. IT changed ( March 1, 2009 - December 31, 2014)**

**Padma Courier Service**

Company Location : 18, Purana Palton Line 2nd floor

Department: IT

**Duties/Responsibilities:**

Good sensibility, adaptability, endurance.

Good interpersonal communication.

Matured personality with positive attitude.

Strong team player & relationship management skill.

Positive attitude to the professional activities

**4. As a Executive ( June 1, 2008 - January 31, 2009)****Eastean Link Bd (Pvt.) Ltd**

Company Location : 125/2 Kawran Bazar, Dhaka

Department: Network Division

**Duties/Responsibilities:**

Customer Problem Solved, Customer Relation Build up , NOC Maintain , New connection installation, etc

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Diploma in Computer Engineering	Computer	Dhaka Polytechnic Institute	CGPA:3.03 out of 4	2010	4 years	Good sensibility, adaptability, endurance, Good interpersonal communication, Matured personality
SSC	Science	Ramkrishnapur M.A. Jalil High School	CGPA:3.75 out of 5	2002	None	-

**Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 15,000
Preferred Job Category	: Engineer/Architect, Garments/Textile
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Banks, Computer Hardware/Network Companies, Garments, Buying House, Hospital, Food (Packaged)/Beverage, CNG, Electronic Equipment/Home Appliances, Group of Companies, Call Center, Automobile, Garments Accessories

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Accounts</li> <li>• Administration</li> <li>• Customer Support</li> <li>• Power Generation</li> <li>• Operation &amp; Maintenance</li> <li>• Office Management</li> <li>• Network Engineering</li> <li>• Network Engineer/ Network Administrator</li> </ul>	<p>Able to communicate and work with and in a group effectively.</p> <p>Listen to and help group members.</p> <p>Can adapt to different working conditions and environments.</p>

**Extra Curricular Activities:**

Reading Books Traveling Listening to music and watching movie. Attending seminars related to economics & marketing Work with Social Organization

**Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Sunil Chandra Biswas  
 Mother"s Name : Kolpona Rani Biswas  
 Date of Birth : February 15, 1987  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladishi  
 Religion : Hindu  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Ahsan Habib Setu	Boddo Nath Sarker
Organization	: Padma Courier Service	M. Rahaman & Co.
Designation	: Proprietor	Store In charge
Address	: 18, Purana Palton lane2nd floor dhaka	365 boro mohgbazar dhaka
Phone (Off.)	: 8331186	
Phone (Res.)	: 8331726	
Mobile	: 01817025882	01914100106
EMail	: padmacourier@gmail.com	
Relation	: Professional	Relative

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