

Last Updated : **September 3, 2016**

SHAMPAD DEB

Address: Village: Matihani, Post Office: Tajpur, Police Station:
Osmaninagar, Sylhet, Bangladesh
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Employment History:

Total Year of Experience : 10.1 Year(s)

1. Assistant Manager (March 09, 2013 - Continuing) (March 9, 2013 - Continuing)

Sarder Paint Supply

Company Location : Nawabpur Road, Dhaka, Bangladesh

Duties/Responsibilities:

• Design & implement appropriate recruitment and selection process including job advertisement, screening resume, conduction preliminary test and screening, organize interview session, job offer, etc.

• Organize orientation program for new employees

• Update and manage employee job description for all positions within the organization; Ensure proper documentation / record keeping

• Maintain attendance record, leave, process payment of wages/ OT etc. and ensure jobs related to employee services

• Assess individual training need linked with career development

• Maintain relationship with training institutes and their programs

2. Account Payable Assistant (August 1, 2011 - January 2, 2013)

Crowne Plaza Hotel

Company Location : 100 Shoreditch, London, E1 6JQ UK

Department: HR & Admin

Duties/Responsibilities:

• Review all invoices for appropriate documentation and approval prior to payment

• Sort and distribute incoming mail

• Process check requests

• Process credit card bills

• Respond to all vendor inquiries

• Assist in month end closing

• Assist with other projects as needed

• Hold incorrect invoices and communicate with relevant manager

• Make sure invoices are billed to correct company

3. Trainee Accountant (June 3, 2010 - July 30, 2011)

Tax Point Direct

Company Location : London, UK

Duties/Responsibilities:

Checking invoices, checking reports, making sure two or more documents agree and other report and analysis based tasks

Verify the accuracy of data by checking other people's accuracy, completeness and consistency and generally ensure all the records are true and fair reflection of a business's performance

Making many phone calls and sending follow-up emails

Assisting with the process of payment and maintaining the over time

4. Assistant supervisor (August 2, 2008 - May 25, 2010)**Banoful & Co.Ltd**

Company Location : 178 Green Street, London, E7 8JT UK

Duties/Responsibilities:

Handling, monitoring the employee and provide assistance when require

Disseminate tasks and order to employee

Check the flow of the store from time to time

Check the products before the opening and closing of the store

Encode the delivered or ordered materials or products

Assist the customer with their demands, suggestions and complaints

Communicate with the manager regarding the sale, employee and other important matter

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Business Administration	Cardiff Metropolitan University [Foreign Institute]		2012	1
BA(Honor`s)	Business Studies	University of Gloucestershire, U.K. [Foreign Institute]	First Class, Marks :53%	2010	3

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 25,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization :
 Types

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High

Personal Details :

Father"s Name : Satyendra Kumar Deb
Mother"s Name : Niati Rani Deb
Date of Birth : September 17, 1988
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Hindu
Permanent Address : Village: Matihani, Post Office: Tajpur, Police Station: Osmaninagar,
Sylhet, Bangladesh
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Julia Fallon	Md. Abul Khair
Organization	: Cardiff Metropolitan University	Tajpur Degree College
Designation	: Head of MBA	Head of English Department
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Relation	: Academic	Academic
