

Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **November 3, 2015**

Suman Chandra Bhadra

Address: C/O- Gopal Ghosh, 119 L.N.A Road, Rothkhola, Dewbhogh, Narayanganj
Home Phone: 01710537122
Mobile : 01913470882
email:suman301985@yahoo.com

Career Objective:

I am searching a challenging mid label job.A challenging position that matches with my education and professional Experience that will help to develop technical skill,analytical problem solving skills of an organization.

Employment History:

Total Year of Experience : 4.8 Year(s)

1. Planning Officer (May 4, 2013 - Continuing)

Knit Concern Group(100% export oriented knit copsite group of companies.)

Company Location : 62 ,Water works Road,Godnail,Narayanganj.

Department: IE & Planning

Duties/Responsibilities:

Production performance sheet making,WIP sheet Making,Total Factory Backlot make,Floor comparsion report make,SAH report,Plan summery Making,Export order sheet followup,collecting news from main store about accessories,collecting information & Communication with related person about print & Embrodaries,collect cutting informatio,dyeing follow up,sewing input information.Allocation Plan For H & M Buyer and Texeuropé Buyer. Plan for on time shipment schedule each and every order.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.B.S	Management	National University	First Class, Marks :64%	2008	One year
B.Com (Hon`s)	Management	National University	Second Class, Marks :53%	2007	4 years
HSC	Commerce	Ram Krishna pur College,Comilla.	CGPA:2.9 out of 5	2003	2 years
SSC	Commerce	Ram Krishna pur K.K.R.K High School,Comilla.	CGPA:3.5 out of 5	2001	10 years

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 18000
Expected Salary : Tk. 10,000
Preferred Job Category : Bank/Non-Bank Fin. Institution, Garments/Textile
Preferred District : Anywhere in Bangladesh.
Preferred Country : United Kingdom, United States
Preferred Organization Types : Banks, Design/Printing/Publishing, Multinational Companies, Garments, Buying House, Group of Companies, Call Center

Specialization:**Extra Curricular Activities:**

Diploma in Office Management Course (Ms office, Internet, Operating System Xp, 2000)

Language Proficiency:

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

Personal Details :

Father's Name : Subas Chandra Bhadra
Mother's Name : Jushna Rani Bhadra
Date of Birth : November 30, 1985
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Hindu
Permanent Address : Vill+P.O- Ram Krishna pur, P.S- Homna, Dist- Comilla
Current Location : Narayanganj

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Sreedam Chandra Bhadra	Bijoy Krishna Dev
Organization	: Janata Bank Ltd.	Bangladesh Bank
Designation	: F.A.G.M	Asst. Director
Address	: Tanbazar Branch, Narayanganj	Motijheel, Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01715131724	01721804226
EMail	:	
Relation	: Relative	Relative