

Last Updated : **October 29, 2018**

## **TAPOS SARKER**

Address: 1st floor,Mizan plaza, Pollibiddut, Savar, Dhaka  
Mobile : 01710513249  
email:tapos.fb@gmail.com, himadrisarker1@gmail.com



### **Career Objective:**

To take up a challenging job and responsible position demanding hard work, innovations and offering opportunities to learn and to grow with organization.

### **Employment History:**

**Total Year of Experience : 5.6 Year(s)**

1. **Assistant Executive Officer ( May 27, 2017 - Continuing)**

**The Dhaka Mercantile Co-Operative Bank Ltd.**

Company Location : Dhaka, Bangladesh

**Duties/Responsibilities:**

Investment, Accounts, General Banking

2. **Sr.Officer at Procurement and Accounts(Recovery) ( February 1, 2015 - May 15, 2017)**

**R.B Agro LTD**

Company Location : Uttora 7,Dhaka

Department: Purchase And Accounts

**Duties/Responsibilities:**

purchase and payment recovery

3. **managment trainee ( January 1, 2014 - November 30, 2014)**

**Impulse**

Company Location : Motijil,dhaka

Department: sales and marketing

**Duties/Responsibilities:**

management and sales

4. **Brand Promter ( January 1, 2013 - November 30, 2013)**

**British American Tobacco**

Company Location : Bangladesh

Department: Sales & Marketing

**Duties/Responsibilities:**

Coustomer & consumer increase,Business development,Market Research

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBS	Management	National University	Second Class, Marks :59%	2011	1 YEAR
BBS	Management	National University	Second Class, Marks :56.67%	2010	4 years
HSC	Business Studies	Govt.Debendra College,Manikganj	CGPA:3.9 out of 5	2006	2 years
SSC	Science	Nabagram High School,Manikganj	CGPA:3.5 out of 5	2004	2 years

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Aminship Training Course		Maynamoti Technical Training Institute	Bangladesh		2013	Six Month

### **Professional Qualification:**

Certification	Institute	Location	From	To
Basic Course in Computer	Social-fare Organisation	Dhaka,Bangladesh	January 5, 2013	June 5, 2013

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 32000  
 Expected Salary : Tk. 15,500  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : China, Germany, Italy, Japan, Nepal, New Zealand, Australia, Cyprus, France, Hong Kong  
 Preferred Organization Types : Banks, College, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Newspaper/Magazine, Garments, Buying House, Audit Firms /Tax Consultant, Hotel, Cosmetics/Toiletries/Personal Care, Share Brokerage/ Securities House, Beverage

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Administration</li> <li>• Human Resources</li> <li>• Marketing</li> <li>• Production</li> <li>• Management</li> <li>• Commercial/ Purchase</li> <li>• Government Procurement</li> </ul>

### **Extra Curricular Activities:**

Acting,Writing and cultural

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Hiralal Sarker  
 Mother"s Name : Jyotshna Sarker  
 Date of Birth : September 13, 1987  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Hindu  
 Permanent Address : Vill:Kasta,P.O:Bree-Kaliakor,P.S:Singair,Dist:Manikganj  
 Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Goutam Acherjee	Keya Tarafder
Organization	: Jessor 250th beded general Hospital	Jessor Medical College
Designation	: Consultant,medicine	Lecturer,Bio-Chemestry
Address	:	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01711029790	01726486538
EMail	: goutam.acherjee@gmail.com	keya.tarafder@gmail.com
Relation	: Family Friend	Family Friend

---