**RESUME OF**

**INDRAJIT KUMAR MONDAL**



Address: House#20, Road#10,

Sector#13, Uttara, Dhaka-1230.

**Mobile No 1: 01710269312 (Personal)**

Mobile No 2: 01966605683 (Corporate)

Mobile No 3: 01723353331 (Family)

e-mail:indrajit.st294@gmail.com

[indra\_dssl@yahoo.com](mailto:indra_dssl@yahoo.com),

**Career Objective:**

To pursue a rewarding career in General Management & Administration where my varied skills can be profitably utilized to achieve corporate objectives.

**Career Summary:**

1. Highly qualified professional having experience in handling mid management administrative assignment.
2. Excellent ability of enhance the operational efficiency & maximize the operating funds.
3. Providing administrative services higher level management.
4. Coordinate with sales team personnel, clients & vendors.
5. Extensive experience in administrative management with different organizations.
6. Proficiency in supporting projects teams based on standard procedures & policies.

**Special Qualification:**

1. Ready to work in complex environment & projects.
2. Have good problem-solving abilities & analytic thinking.
3. Efficient management & organizational abilities.
4. Good at time management.
5. Decisiveness.
6. Flexibility.
7. Confidentiality.

**Employment History:**

1. **Manager (Administration) (October 1, 2015- Continuing)**

**Romania Food & Beverage Ltd. (A concern of Bengal Group of Industries)**

Company Location: Bengal House, 75 Gulshan Avenue, Gulshan-1, Dhaka.

Department: Administration

**Duties/Responsibilities:**

Administer the full spectrum of administration team to ensure quality service. Store management of office stationery & also responsible for office beautification. Responsible for car repairer & maintenance and maintain all papers of the car up to date by BRTA office. Administrative correspondence with Govt. / Non-Govt. organization as requested. Ensure maintenance of all office equipment, monitor and maintain effective functionalists of Electricity, Generator, Computers, CCTV, Internet, Water supply and air coolers. Oversee Visitor Management, Courier Management, Conference Meetings Arrangement, Travel & Accommodation Arrangement, Security personnel & menial staff Management. Ensure all the office utility services including Electricity, Gas, Telephone, Water etc. are available at all time. Other administrative tasks as & when assigned by the Management time to time.

1. **Manager - Security (July 1, 2013- September 30, 2015)**

**Jamuna Future Park Ltd. (A concern of Jamuna group of Industries)**

Company Location: Ka-244, Kuril, Basundhara, Dhaka-1229

Department: Admin

**Duties/Responsibilities:**

Monitor security policies, programs or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements, policies, and directives. Plans and establish a functional on the job training program for security personnel, evaluate the effectiveness of the training by observation of the work performance Inspects and evaluates security activities to ensure compliance with security policies and procedures Establish procedure and conducts special investigation and surveillance in area such as internal and external theft. Prepare reports or make presentations on internal investigations, losses, or violations of regulations, policies and procedures. Maintain good relationship with local authorities: Police, DB, etc. related department. Monitor and support security-related system for the employees & develop the system if needed.

**3. Assistant manager (Operation) (March 1, 2010-June 30, 2013)**

**Integrated Security Services Limited (ISSL)**

Company Location: House-118, Road-1, Block-F, Banani,Dhaka),

Department: Administration.

**Duties/Responsibilities:**Look after & monitor the overall administrative issues of this company at a selected region. Meeting with clients, solving the problems which came from differednt clients.Ineternally investigate different occurrence & submit a report to the top management. Participate at different event management. Response at any emergency situations & solve the problems.

**Academic Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Exam Title | Concentration/Major | Institute | Result | Passing Year | Duration |
| M.S in criminology and police science | Science | MawlanaBhasani Science and Technology University | CGPA:3.47  (out of 4) | 2011 | 2 year(With 06 Month internship) |
| B.Sc (Hon’s)in criminology and police science | Science | MawlanaBhasani Science and Technology University | CGPA:3.12  (out of 4) | 2009 | 4 Year |
| Higher Secondary Certificate | Science | Govt. P.C College Bagerhat. | CGPA: 3.5  (out of 5) | 2005 | 2 Year |
| Secondary School Certificte | Science | Bagerhat Govt. Secondary School | CGPA:4.5  (out of 5) | 2002 | 2 Year |

**Professional Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certification** | **Institute** | **Location** | **From** | **To** |
| Professional MBA in HRM | Bangladesh institute of human resource management (BIHRM) | Plot: 65 Road: 06, Sector: 04,Uttrara, Dhaka-1230 | July 01,2015 | June 30,2016 |

**Training Summary:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Improving  Managerial  Effectiveness | Planning for better results establishing team and  individual priorities and  managing shifting and  Conflicting priorities. Organizational behavior interventions for greater  team performance. Time  management in a multitasking  and deadline-bound  Environment. | Bd jobs training | Bangaldesh | Dhaka | 2012 | 03 days |
| Project management | Management skills for administrative | Bd jobs training | Bangaldesh | Dhaka | 2009 | 07 days |
| Community leadership  Program. | Youth facilitator leadership training at Bagherhat by the ICA Sidr, Bagherhat. | (ICA) Bangladesh | Bangaldesh | Dhaka | 2009 | 1 month |

**Specialization:**

|  |  |
| --- | --- |
| **Fields of Specialization** | **Description** |
| * Social Research * Security * Administration | Special knowledge about SPSS software for analyzing date of a social research. I have also knowledge about GPS & GIS system for crime mapping. |

Extra-Curricular Activities:

1. General member of Bangladesh society for Criminology 2. Member of Transparency International Bangaldesh (TIB). 3. Member of Debating society of MawlanaBhashani Science & Technology University. 4. Member of prothamaloBhandhushava.

Language Proficiency:

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Bengali | High | High | High |
| English | High | High | High |

**Personal Details:**

Father’s Name : BirendraNathMondal

Mother’s Name : Mollika Rani Mondal

Date of Birth : October 01, 1987

Gender : Male

Marital status : Married

Nationality : Bangladeshi

National Id No : 19879329512292653

Religion : Hindu

Permanent Address : C/O- BirendraNathMondal, Vill: Kathi, P.O: Bade Karapara, Thana: BagerhatSadar, District: Bagerhat.

Current location : Dhaka

**Reference (S) :Reference: 01 Reference: 02**

Name : Md. Aurongajeb Akond Lt. Col. Abdullah Ali Zaeed (Retd.)

Organization : M.B.S.T.U Bangladesh Army

Designation : Lecturer, Dept.of CPS Lieutenant Colonel

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E-mail :[aurongajeb@yahoo.com](mailto:aurongajeb@yahoo.com) zaeedabdullah@gmail.com

Relation :Academic Professional

**Declaration:**

I declare that the information provided in this form is correct, true and complete to the best of my knowledge and belief. If any information is found false, incorrect, and incomplete or if any ineligibility is detected any action can be taken against me by the Authority including cancellation of my candidature.

Signature



Indrajit Kumar Mondal