



PERSONAL DATA AND EMERGENCY CONTACT

Name: TINNIKA BARUA
Father's Name: MONORANJAN BARUA
Mother's Name: REBA BARUA
Spouse's Name: DEBU PROSHAD BARUA
Permanent Address: JULEKHA BHABAN, ACHARYA PARA, WARD NO-26, CHATTAGRAM CITY CORPORATION,
HALISHAHAR HOUSING ESTATE, HALISHAHAR,
CHATTOGRAM

Emergency Contact

Name: DEBU PROSHAD BARUA
Relationship: SPOUSE
Address: FLAT-9B, HOUSE-99, ROAD-12, BLOCK-F,
GULSHAN-1, NIKE TAN, GULSHAN, DHAKA
Telephone No: 01755551630

MD. HAFIZUR RAHMAN
Assistant Director
Department of Immigration & Passports
Govt. of the People's Republic of Bangladesh
(Signature)

Bangladesh Institute of Management



Estd : 1961

www.bim.gov.bd

Post-Graduate Diploma Provisional Certificate

This is to certify that

Tinnika Barua

duly passed the Post Graduate Diploma in Human Resource Management of session 2021 examination held in June, 2022 and the CGPA he/she obtained is 3.5 in a scale of 4.00.

His/her conduct during the course of the programme was satisfactory.

Dhaka
August 21, 2022


Tahmina Akhter
Chairman
Executive Committee
Post Graduate Diploma Courses

Checked by: 


Md. Mehblob Hasan Kalol
Member Secretary
Executive Committee
Post Graduate Diploma Courses



NATIONAL UNIVERSITY

SL. No. NU 0017413

BANGLADESH



Roll No. : 206204.....

Regn.No. : 944977.....

Session : 2001-02.....

Master of Arts

This is to certify that

Tinnika Barua

of Govt. City College, Chittagong

obtained Master of Arts Degree

in English Under National University

in the examination of 2002 with Second Class.

Vice Chancellor

Controller of Examinations

National University
Bangladesh

Date: October 26, 2022

NATIONAL UNIVERSITY

SL. No. NU 0002459

BANGLADESH



Roll No : 907152
Regn. No. : 944977
Session : 1998-99

Bachelor of Arts

This is to certify that

Yennika Barua
of Govt. City College, Chittagong.
obtained the Honours Degree of Bachelor of Arts
in English..... of this University at the Examination of
2001.... and that he/she was placed in the Second Class.

Vice-Chancellor

University Building
Gazipur, Bangladesh

Date: 01 NOV 2022

Controller of Examinations

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, CHITTAGONG
BANGLADESH

Certificate Sl. No. : 98002570

Serial No. GBHS **0040058**

Registration No. : 503437/1995-96



HIGHER SECONDARY CERTIFICATE EXAMINATION

*This is to certify that Jinnika Banu
son / daughter of Monoranjani Banu
of Chittagong Govt. City College
bearing Roll Chittagong - 3(182)
Higher Secondary Certificate Examination of
1998 in Science
group and was placed in the First Division.*

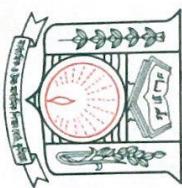
CHITTAGONG
Date of Publication of Results : September 24, 1998 Compared by Raihan

Controller of Examinations

Note : This Certificate is issued without any alteration or erasure.

**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, COMILLA
BANGLADESH.**

Serial No. CEB 028262



Registration No. 017329 /1993-94

SECONDARY SCHOOL CERTIFICATE EXAMINATION, 1995

Science Group

This is to Certify that Jinnika Banua

Son/daughter of Monoranjani Banua

of Rabeya Basni Girls' High School, Halishahar Housing Estate, G-block

bearing Roll

Chittagong-1

No 117571

duly passed the

Secondary School Certificate Examination 1995 and was placed in the First

division.

His/Her date of birth is Twenty Seventh April Nineteen Hundred Eighty

Comilla

Date of Publication

of results, the 9th August, 1995

Deputy Controller of Examinations.

Note-This certificate is issued without any alteration or erasure.

Bangladesh Institute of Management (BIM)

4 Sobhanbag, Mirpur Road, Dhaka-1207

www.bim.gov.bd

Post Graduate Diploma in Human Resource Management

SESSION: 2021

(Final Examination held in June 15 - 29, 2022)

Grade Sheet

Marks	Letter Grade	Grade Point
80 & Above	A	4.0
75 - 79	B+	3.5
70 - 74	B	3.0
65 - 69	C+	2.5
60 - 64	C	2.0
50 - 59	D	1.0
Below 50	F	0.0
F = Failed		

Name of the Participant	Tinnika Barua				
Roll No.	21DH103				
Part	Subjects	Full Marks	LG Obtained	GP Obtained	CGPA
I	Economics	100	B	3	3.5
	Fundamentals of Human Resource Management	100	C+	2.5	
	Management	100	A	4	
	Organizational Behaviour	100	A	4	
	ICT & Statistics	100	B+	3.5	
II	Human Resource Development	100	B+	3.5	3.5
	Industrial Relations	100	A	4	
	Industrial Safety & Health	100	A	4	
	Labour Laws	100	B	3	
	Strategic Human Resource Planning (SHRP)	100	B+	3.5	
	Term Paper & Presentation	100	B+	3.5	
	Viva Voce	100	B+	3.5	

Dhaka
August 21, 2022

Checked by: 


Md. Mehboob Hasan Kalol
Member Secretary
Executive Committee
Post Graduate Diploma Courses


Tahmina Akhter
Chairman
Executive Committee
Post Graduate Diploma Courses



NATIONAL UNIVERSITY
BANGLADESH

Lett: NU/Con/Certi/Trans/3302/2002/002718(01)

TOTAL MARKS : 0500

First Class	: 60% or above
Second Class	: 45% or above but less than 60%
Third Class	: 36% or above but less than 45%

ACADEMIC TRANSCRIPT

Name of the Student	:	TINNIKA BARUA
Father's Name	:	MONORANJAN BARUA
Mother's Name	:	REBA BARUA
Name of Institution	:	GOVT. CITY COLLEGE, CHITTAGONG
Entrance Qualification	:	BACHELOR OF ARTS (HONOURS) EXAMINATION
Degree Conferred	:	MASTER OF ARTS
Discipline/Subject	:	ENGLISH
Duration of Course	:	01 (One) Year
Examination Roll No.	:	206204
Registration No.	:	944977
Session	:	2001-02
Year of Passing	:	2002
Result and Position	:	SECOND CLASS

Academic Attainments

PAPER CODE	PAPER TITLE	FULL MARKS	OBTAINED MARKS
1151	CHAUCER AND SHAKESPEARE	100	047
1152	MODERN POETRY	100	048
1153	MODERN DRAMA	100	044
1154	MODERN NOVEL	100	047
1155	COMPREHENSIVE (ENGLISH)	050	023
1156	VIVA-VOCE (ENGLISH)	050	029

THEORY FULL MARKS (0400)	COMPREHENSIVE FULL MARKS (050)	PRACTICAL FULL MARKS (-)	VIVA-VOCE FULL MARKS (050)	GRAND TOTAL (0500)
0186	023	NA	029	0238

N.B.: (a). Theory pass marks 36%
 (b). Tutorial, Practical, Viva-voce & Field work pass marks 40%



Result Published Date : JULY 25, 2005
 Generated on: 05-12-2022 by ICT Department, NU

Controller of Examinations
 National University, Gazipur, Bangladesh
 E-mail: controller@nu.ac.bd



NATIONAL UNIVERSITY

GAZIPUR, BANGLADESH

Ref: NU/ Con/ Certi/ Trans/ 438/ 2022/ 221676

ACADEMIC TRANSCRIPT

Name of the Student	:	TINNIKA BARUA
Father's Name	:	Monoranjan Barua
Mother's Name	:	Reba Barua
Name of Institution	:	Govt. City College, Chittagong, Bangladesh
Entrance Qualification	:	Higher Secondary Certificate Examination
Degree Conferred	:	Bachelor of Arts (Honours)
Discipline/ Subject	:	English
Duration of Course	:	03 (Three) Years
Examination Roll No.	:	907152
Registration No.	:	944977
Session	:	1998-99
Year of Passing	:	2001
Result	:	Second Class

Academic Attainments

Paper No.	Papers Title	Full Marks	Marks Obtained
1st Year			
1st	Romantic Poetry	100	47
2nd	Elizabethan Drama	100	47
2nd Year			
3rd	Elizabethan and Seventeenth Century Poetry	100	48
3rd Year			
4th	Seventeenth Century Prose and Drama	100	44
5th	Eighteen Century Literature	100	47
6th	Victorian Literature	100	42
7th	Critical Theory	100	42
8th	Classics in Translation	100	40
	Comprehensive	100	51
			10
	* English (Compulsory)	(100)	*51
Grand Total		900	418

Subsidiary					
1 st Paper	Philosophy	Problems of Philosophy	100	36	
2 nd Paper		Ethics	100	43	
3 rd Paper		History of Western Philosophy	100	44	
			Total	300	123
1 st Paper	Islamic History & Culture	Political and Cultural History of Islam upto 1258 A.D	100	34	
2 nd Paper		The History of the Muslims in the Indian subcontinent (712-1765 A.D.)	100	49	
3 rd Paper		History of Middle East	100	33	
			Total	300	116

- Grading :
- First Class 60% & above
 - Second Class 45% & above
 - Third Class 36% & above
 - Pass marks in theoretical Papers 286
 - Pass marks in comprehensive 36%
 - Pass marks in subsidiary 33%
 - One has to pass in theoretical/ comprehensive separately
 - * Maximum 10 marks above 33 in English is added to the grand total

Verified by

Assistant Controller of Examinations

✓ Controller of Examinations
National University
Gazipur-1704, Bangladesh
E-mail : controller@nu.ac.bd

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, CHITTAGONG.

BANGLADESH



Serial No. CGBH 0928985

MARKS SHEET

Higher Secondary Certificate Examination —1998

Marksheet Sl. No. : 98002569

Name of the Examinee : Tinnika Barua

Father's Name : Monoranjan Barua

**Name of the Institution : Chittagong Govt. City College
Centre : Chittagong -3(182)**

Group : Science

Type : Irregular

**Roll No. : 101092
Registration No. : 503437/1995-1996**

Total Marks with Excess of 40%	4th Subject	Star Mark	First Division	Second Division	Third Division
1200		750	600	450	330

Paper	Compulsory Subjects		Elective Subjects			Fourth Subject	Total Marks	Result
	Bengali	English	Physics	Chemistry	Biology			
First	046	057	Theory	035	018	034	056	FIRST DIVISION
			Practical	025	023	024	024	
Second	063	038	Theory	028	032	040	047	DIVISION
			Practical	022	022	025	022	
			Theory Total	063	050	074	103	
			Practical Total	047	045	049	046	
Subject's Total	109	095	Subject's Total	110	095	123	149	

MERIT:

Date of Publication of Result : SEPTEMBER 24, 1998 Compared by

Controller of Examinations



BOARD OF INTERMEDIATE & SECONDARY EDUCATION, COMILLA, BANGLADESH.

SECONDARY SCHOOL CERTIFICATE EXAMINATION, 1995

STATEMENT OF RESULTS

SL.NO.S - 37658

Name of the Candidate _____

TINNIKA BARUA

Father's Name _____

MONERANJAN BARUA

Name of the School _____

RABEYIA BASIR GIRLS' HIGH SCHOOL

Roll _____ No. 117571 Group G.F.E. SCIENCE

Full Marks	-	1000
Star Marks	-	750
First Divn.	-	600
Second Divn.	-	450
Third Divn.	-	330

Object-

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Obje-

cive

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

Centre Number

BD001

Date

28/JAN/2023

Candidate Number

052756

Candidate Details

Family Name

BARUA

First Name

TINNIKA

Candidate ID

1915099566



Date of Birth

27/04/1980

Sex (M/F)

F

Scheme Code

Private Candidate

Country or Region of Origin

(Leave blank if different from Nationality)

Country of Nationality

BANGLADESH

First Language

BENGALI

Test Results

Listening

6.0

Reading

6.5

Writing

6.5

Speaking

6.5

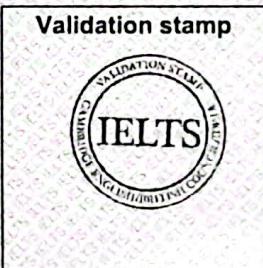
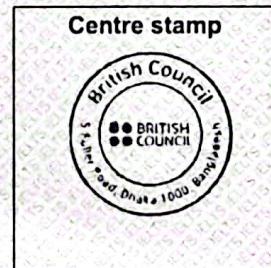
Overall Band Score
6.5

CEFR Level
B2

Administrator Comments

(Large empty box for administrator comments)

Administrator's Signature



Date

09/02/2023

Test Report Form Number

22BD052756BART001A

LETTER OF MOTIVATION

I am writing to express my strong interest in pursuing the Master of Business Administration (MBA) in General Management at IBA Denmark. With 12 years of professional experience in human resources and administration, coupled with my academic background, I am eager to advance my career by acquiring the leadership, strategic thinking, and management skills necessary to excel in the global business environment.

Personal Profile and Relevant Achievements

Currently, I serve as the Deputy Manager - Admin & HRM at Essential Drugs Company Ltd., a 100% government-owned organization under the Ministry of Health & Family Welfare in Bangladesh. Over the years, I have honed my skills in human resource management, organizational development, and team leadership. My role involves overseeing HR operations, talent acquisition, employee relations, and strategic planning, which have provided me with a strong foundation in managing people and resources effectively.

Throughout my career, I have consistently demonstrated my ability to align organizational objectives with people-centered strategies, which has been instrumental in improving productivity and fostering a positive work culture. My completion of a Post Graduate Diploma in Human Resource Management in 2022, combined with over a decade of practical experience, has equipped me with a solid understanding of HR practices and business management.

Motivation for Studying in Denmark

Denmark is known for its progressive and inclusive educational system, its focus on innovation, and its strong emphasis on sustainability and corporate responsibility. These values align with my professional goals, as I aim to integrate ethical leadership and innovative strategies into my career. Additionally, Denmark's high quality of life and multicultural environment make it an ideal place for me to grow both personally and professionally. I chose Denmark over other countries because I believe the educational system here fosters critical thinking, collaboration, and creativity—traits essential for leaders in today's dynamic business world.

Motivation for Choosing IBA Denmark

I have chosen IBA Denmark for its excellent reputation in delivering high-quality education that bridges academic learning with practical, real-world applications. The emphasis on close collaboration with industries and the global perspective offered by IBA align perfectly with my aspirations to gain a holistic understanding of management. IBA's commitment to preparing students for leadership roles through an interactive learning environment and its focus on innovation in business education make it an attractive choice for me. The strong connections with industry leaders and the global alumni network are additional factors that drew me to IBA, as they will provide invaluable opportunities for learning and professional growth.

Motivation for Choosing the MBA in General Management

An MBA in General Management is the natural next step in my career progression. Having managed various aspects of HR and administration, I now seek to broaden my expertise and gain comprehensive knowledge of business operations, finance, marketing, and strategy. This degree will equip me with the skills to take on higher managerial responsibilities and lead organizations with a holistic approach. I am particularly interested in learning about global business trends, organizational leadership, and strategic decision-making, all of which will allow me to bring innovative solutions to my current role and future career.

Relevant Work Experience and its Application to the Course

In my current role, I have developed strong leadership, organizational, and problem-solving skills. Managing teams and collaborating with various departments has taught me the importance of effective communication, strategic planning, and adaptability—qualities that will undoubtedly support my success in the MBA program. Additionally, my experience in human resource management has given me deep insights into organizational behavior, employee motivation, and corporate governance. These experiences will help me actively contribute to discussions, case studies, and projects during the course, bringing practical perspectives to theoretical concepts.

Plans after Graduation

Upon completing my MBA, I aspire to return to Bangladesh and take on a more strategic role within my organization, or in a multinational company, focusing on leadership, operations, and human resource strategies. I am particularly interested in positions such as Director of HR or Operations Manager, in reputable multinational companies in Bangladesh such as *Unilever*, *British American Tobacco (BAT)* and etc. Long-term, I see myself in a C-level executive role, leading a company's overall strategy and operations, with a focus on sustainable growth and corporate social responsibility.

Expectations of Studying at IBA

I expect to gain a thorough understanding of business management, leadership, and strategy through a global lens at IBA. I am particularly excited to learn from IBA's experienced faculty and through its hands-on approach to learning, which includes case studies, group projects, and real-world challenges. By the end of the program, I aim to enhance my leadership and decision-making abilities, deepen my understanding of international business dynamics, and develop a strong professional network that will support my career in the years to come.

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the dynamic learning environment at IBA Denmark.

Tinnika Barua

Date: 29.09.24

To Whom It May Concern

This is to certify that **Mrs. Tinnika Barua**, D/O of **Mr. Monoranjon Barua** and **Mrs. Reba Barua**, residing at **Julekha Bhaban, Ward No. 26, Acharya Para, Northern Halishahar, Chittagong - 4216**, has been employed as a **Deputy Manager** in the **Administration and Human Resource Management (HRM) Department** of **Essential Drugs Company Limited, Bangladesh** since **January 3, 2012** and recently promoted as **Manager, Admin & HRM (cc)**.

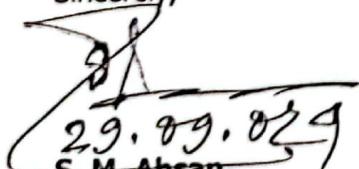
Throughout her tenure, **Mrs. Tinnika Barua** has been an integral part of our team, consistently exhibiting exceptional skills, dedication, and professionalism. As an Admin and HR professional, she has demonstrated excellent leadership abilities, leading a team of **33 personnel**, which includes **4 Senior Officers, 9 Officers, 10 Assistant Officers, and 10 Junior Officers**.

She has played a pivotal role in coordinating training programs and managing various Admin & HR functions, while ensuring strict adherence to the company's policies and regulations. Her job responsibilities typically encompass a mix of administrative, strategic, and operational tasks. The breakdown of her typical duties includes:

1. **HR Strategy and Policy Development**
2. **Recruitment and Talent Acquisition**
3. **Employee Relations and Welfare**
4. **Training and Development**
5. **Performance Management**
6. **Compliance and Legal Affairs**
7. **Compensation and Benefits Administration**
8. **Administrative Oversight**
9. **Leadership and Team Management**
10. **HR Metrics and Reporting**
11. **Stakeholder Engagement**

Mrs. Tinnika Barua's contributions have been invaluable, and her commitment to excellence is commendable. We wish her continued success in all her future endeavors.

Sincerely,


29.09.2024
S.M. Ahsan



General Manager, Admin & HRM
Essential Drugs Company Limited
Mob: +8801711238717
Email: edclhrd@gmail.com

Head Office:

395-397, Tejgaon Industrial Area, Dhaka-1208
Phone: 48116110-1, 48115865, 58151080, 58152038 (PABX)
FAX: 880-2-58155459, GPO Box No. 2447 Cable, EDCL, Dhaka
Website: www.edcl.gov.bd, E-mail: edcl@edcl.gov.bd

Cephalosporin Plant, Bogura
Khulna Essential Latex Plant, Khulna
Essential Latex Processing Plant, Tangail
Essential Drugs Company Limited, Bogura
Essential Drugs Company Limited, Gopalganj



Tinnika Barua

+8801730261879
tinnika.barua@ci-gsc.com

Full-time Deputy Manager with 11 years of experience in Admin and Human Resource Management. My experience includes a wide range of managerial and leadership challenges, implementing organizational policies and procedures, handling employee relation issues and overseeing recruitment and selection processes.

Career Goals

To see myself in a higher-level leadership position in HR and Admin such as Director or Vice president role.

Developing additional skills in areas such as project management, data analysis, or digital transformation to become more well-rounded and prepared for the changing landscape of HR and Admin.

Skills & Proficiencies

- Leadership
- Interpersonal communication skills
- Communication
- Problem Solving
- Strategic Thinking
- HR Expertise
- Administrative Skills
- Technology proficiency
- Continuous Learning

Volunteer Work & Certification

1) Quantum Method Meditation Course
YOGA Foundation, Dhaka, Bangladesh
July, 2013

2) Quantum YOGA Course
Quantum Foundation
April, 2016

3) Life Long Blood Donner
Quantum Blood Bank

Work Experience

Deputy Manager - Admin & HRM

Essential Drugs Company Ltd. (100% Govt. Owned)
(Under the Ministry of Health & Family Welfare,
Govt. of the people's Republic of Bangladesh)

January 2012 to Present

Job Responsibilities:

- 1) Developing HR Policies and procedure
- 2) Job Analysis and strategic direction to company goal
- 3) Co-ordinating miscellaneous Training
- 4) Colleagues Welfare activities
- 5) Communicate with stake holders

English Teacher at the English Version

B.A.F. Shaheen College, Chattogram

January 2006 to July 2011

Job Responsibilities:

- 1) Counselling Students
- 2) Planning and delivering lessons
- 3) Communicating with Parents and colleagues.
- 4) Participating in professional development training.

Senior English Language Instructor

Marine Academy, Bangladesh

(A World Maritime University (Sweden) branch)
September 2006 to November 2007

Job Responsibilities:

- 1) Teaching communicative English
- 2) Assessing Students learning
- 3) Providing Feedback

English Language Instructor

Mass Maritime Academy (A Global Met Member Institution)

January 2004 to December 2005

Job Responsibilities:

- 1) Teaching communicative English
- 2) Managing Class room. Assessing Students learning
- 3) Assessing Students learning and Providing Feedback

Languages

- English: IELTS Band score 6.5

Extra Curriculum Activities

- Fire Training
- Industrial Training
- Women Leadership Training
- Training of Trainers (TOT)
- Yoga & Meditation

Hobbies and Interests

- Reading
- Music
- Travelling
- Recitation
- Social welfare activities.

References

Reference Name:

Mr. Mamun Muztaba

Management Counsellor

Bangladesh Institute of Management (BIM)

BIM Dhaka Campus

4 Sobhanbag, Mirpur Road,

Dhaka-1207, Bangladesh

Mobile: +8801716653626

email: mamun.muztaba@bim.gov.bd

Reference Name:

Md. Salim

General Manager

Essential Drugs Company Limited,

Dhaka, Bangladesh.

(100% share owned by the Govt of Bangladesh)

395-397, Tejgaon Industrial Area.

Dhaka-1208, Bangladesh

Mobile: +8801817149461

email: edcl@edcl.gov.bd

Education History

Bangladesh Institute of Management

Post Graduate Diploma in Human Resource Management

Attend Institution from: 2021-04-15

Attend Institution to: 2022-06-15

Graduation Date: 2022-08-21

Accomplishment: Achieved CGPA 3.5

National University, Bangladesh

Bachelor's Degree in English Literature

Institution Name: Govt. City College

Attend Institution from: 1998-09-15

Attend Institution to: 2001-09-24

Graduation Date: 2003-06-14

Accomplishment: 2nd Class (46.44%)

Govt. City College

Higher Secondary Certificate Examination

Attend Institution from: 1995-11-10

Attend Institution to: 1998-06-30

Graduation Date: 1998-09-24

Accomplishment: First Division (60.1%)

Rabeya Basri Girls High School

Secondary School Certificate Examination

Attend Institution from: 1993-01-01

Attend Institution to: 1995-03-01

Graduation Date: 1995-08-09

Accomplishment: First Division (77.9%)

Date: 29.09.24

To Whom It May Concern

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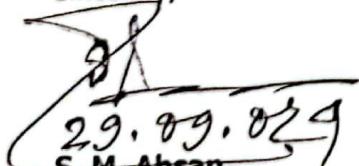
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Sincerely,


29.09.2024
S.M. Ahsan



General Manager, Admin & HRM
Essential Drugs Company Limited
Mob: +8801711238717
Email: edclhrd@gmail.com

Head Office:

395-397, Tejgaon Industrial Area, Dhaka-1208
Phone: 48116110-1, 48115865, 58151080, 58152038 (PABX)
FAX: 880-2-58155459, GPO Box No. 2447 Cable, EDCL, Dhaka
Website: www.edcl.gov.bd, E-mail: edcl@edcl.gov.bd

Cephalosporin Plant, Bogura
Khulna Essential Latex Plant, Khulna
Essential Latex Processing Plant, Tangail
Essential Drugs Company Limited, Bogura
Essential Drugs Company Limited, Gopalganj