

PRONAB CHANDRA

Khan Valley, House#222/1, West Dhanmondi, Road#19 (Old) 10/A (New),
Dhaka-1209, Bangladesh.

Cell : +8801718-701999

E-mail: pronabchandra92@gmail.com

LinkedIn: [linkedin.com/in/pronabchandra](https://www.linkedin.com/in/pronabchandra)



Career Objective:

To join of this organization where a creative and challenging position in an organization that gives me an opportunity for self-improvement, leadership and career growth, while contributing to the symbolic growth of the organization with my prescient thinking, theoretical knowledge and work skills.

Work experience:

Organization: CORNERSTONE SYSTEMS LIMITED (CSL).

Designation: Executive-HR & Admin

Dates: January 1, 2020 – Present

Main Responsibility:

1. To perform recruitment & selection functions.
2. To prepare and issue appointment letters.
3. To train employees on HR & general admin, subjects.
4. To Maintaining and arranging employee's ID card and visiting card.
5. To maintain & updated employee personal files & check the reference and background.
6. To prepare employee's salary sheet & inform the owner & withdrawal bank & gives salary.
7. To ensure submission of service bills to all clients by the first two days of each month or billing cycle/period.
8. To maintain Rolling money registration & Bank transaction & update excel sheet day to day.
9. To perform any other HR tasks assigned by the company.

Labor Law:

According to Bangladesh labor Law 2006, Amendment 2013 or 2018 have intermediate concept.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration
Master of Business Administration (MBA)	Human Resource Management (HRM)	Bangladesh University of Professionals (BUP)	CGPA:3.14 out of (4)	2019	2
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA:3.17 out of (4)	2016	4
HSC	Business Studies	Dr. Abdur Razzak Municipal College, Jashore	CGPA:4.10 out of 5	2009	2
SSC	Business Studies	Sammilani Institution, Jashore.	CGPA:4.38 out of 5	2007	-

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	Mother Tongue	Mother Tongue	Mother Tongue
English	Medium	Medium	Full Working Knowledge

Computer Skills:

Certificate in National skill Standard Basic computer Course from Bangladesh Technical Education Board from (MS Word, Excel, Power-Point, and E-mail Browsing) completed. Another time complete professional certificate course Tally ERP-9 from Business software solution Ltd etc.

Training course:

June to July-2017 (Two month) I am successfully complete the training English Language course. Authority by Government of the people's Republic of Bangladesh (Bureau of Manpower, Employment and Training). Institute Bangladesh-Korea Technical Training Centre (BKTTC).

Interest:

Professional Interest: HR & Admin, Corporate Marketing, FMCG, Customer service, Advertising & Banking sector, Multi-National Company etc.

Personal Interest: Social Work, Reading Newspaper, Interested in continuous learning and broaden my skills and knowledge.

Volunteer: Experience

A member of Bangladesh National Cadet corps (BNCC) which is renowned leadership club of BNCC with an objective at leadership, Blood donation, each other social activities and arm forces training

Personal Details:

Date of birth : July 02, 1992
Father's name : Provhat Chandra
Mother's name : Kalpana Chandra
Nationality : Bangladeshi by birth
Religion : Hinduism
Gender : Male
Marital Status : Single
Permanent Address : 30/A Gayaram Road, Bejpara, Jashore-7400
Current Location : Dhaka, Bangladesh

References:

Name	Engr. Dewan Md. Gias Mahmud	Mansur Ahmed
Organization	Power Grid Company Of BD. Ltd.	TECHSOI Ltd.
Designation	Executive Engineer	Chief Operation Officer
Address	Tepra (Shishu Bagan/PDB) Shibalaya, Manikganj (PGCB) -1800.	H-110, R-08, Mohakhali, DOHS, Dhaka
Mobil	+8801711-436633	+8801712-929209
E-mail	mahmud022003@gmail.com	mansur.alchemist@gmail.com