

**Amit Kumar Basak**

House No. G/37,  
Bashbari Road (Near of Bashbari Temple),  
Mohammadpur,  
Dhaka-1207.

Cell: +88-01723884531

+88-01558695532

E-mail: [amit.basak001@gmail.com](mailto:amit.basak001@gmail.com)

**OBJECTIVE**

Energetic, enthusiastic, and ready to be part of a growing team of sales people to lead your company into a bright and profitable future.

**ACADEMIC QUALIFICATIONS**

**Institution Name : Eastern University**

Master of Business Administration (MBA) [2014-2016]

Major Subject : Human Resource Management (HRM)

CGPA : 3.50 (in the scale of 4.00)

Department : Faculty of Business Administration

**Institution Name : University of Liberal Arts Bangladesh (ULAB)**

Bachelor of Business Administration (BBA) [2009-2013]

Major Subject : Human Resource Management (HRM)

CGPA : 3.21 (in the scale of 4.00)

Department : Business of Administration

**Institution Name : Shahzadpur Govt. Collage**

Higher Secondary Certificate (H.S.C) [2009]

GPA : 2.80 (in the scale of 5.00)

Group : Business Studies

Board : Rajshahi

**Institution Name : Shahzadpur Pilot High School**

Secondary School Certificate (S.S.C) [2007]

GPA : 2.88 (in the scale of 5.00)

Group : Science

Board : Rajshahi

**ACADEMIC AWARD**

Achieved “**Dean’s Honor**” award in the Master of Business Administration (MBA) program in spring semester 2015.

**WORK EXPERIENCES:**

1. 3 months “**Internship**” worked experience at **Uttara Bank Ltd.** Period from 02/06/2013 to 01/09/2013. Satmasjid Branch, Dhanmondi, and Dhaka.
2. I worked as an “**Intern (Business Development) of Ashshash Project (in Counter-trafficking Department)**” at “**International Organization for Migration (IOM)**”. Period from 20/10/2016 to 31/12/2016. IOM Dhaka, House 13/A, Road 136, Ghulshan-1, Dhaka 1212, Bangladesh.

3. I worked as a “Sales Executive” at “Tanvir Consumer Food Pvt. Ltd.”. Flat # W3B, House No # 567, Road No # 9, DOHS, Mirpur 12, Dhaka - 1216. Period from 01/01/2018 to 01/07/2020.

**Job Responsibilities:**

- Prepare planning for target market. Visit the market daily basis & ensure brand visibility all the shops in my area.
- Take a order from shop and delivery the products at the right time, Also take care of whether the product is damaged or not. Collect payment on due time.
- New customer opening & Timely reporting marketing activities to the RSM.
- Any other tasks assigned by the Management.

**COMPUTER SKILLS:**

Comfortable with all types of MS Word, MS Excel, and Power Point, Good knowledge on Internet browsing, social networking, E-mailing and Typing speed 40 WPM.

**LANGUAGE PROFICIENCY:**

ENGLISH: Intermediate (In reading, writing & speaking), BENGALI: Native (In reading, writing & speaking).

**HOBBIES:**

Reading Newspaper, Watching sports, Travelling, Playing Cricket, Football and Badminton.

**PERSONAL INFORMATION:**

Name : Amit Kumar Basak  
Father's Name : Kartik Kumar Basak  
Mother' Name : Mukti Basak  
Permanent Address : Village: - Monirampur, P/O: - Shahjadpur, Postal Code: - 6770,  
Police Station: - Shahjadpur, District: - Sirajganj.  
Present Address : House No: - G/37, Bashbari Road (Near of Bashbari Temple),  
Mohammadpur, Dhaka-1207.  
Date of Birth : 8<sup>th</sup> October, 1991  
Height : 5 feet 7 inch's  
Nationality : Bangladeshi by Birth  
Religion : Hinduism  
Marital Status : Single  
Gender : Male  
Blood Group : B+ve

**REFERENCES:**

**1. Bikash Chandra Basak**

Manager | HR Office  
University of Liberal Arts Bangladesh  
House #56, Road # 4/A, Dhanmondi,  
Dhaka-1209, Bangladesh.  
Tel: +88-09661301, 9661255  
Mobile: +88-01717662326  
Email: [bikash.basak@ulab.edu.bd](mailto:bikash.basak@ulab.edu.bd)

**2. Afrujul Sifat**

Officer | HRM & Administration  
Kohinoor Chemical (Corporate Office)  
36, Shahid Tajuddin Ahmed Sarani,  
Tejgaon I/A, Dhaka-1208, Bangladesh.  
Tel: +88-02-8891267-70, Ext: 126  
Mobile: +88-01722692954  
Email: [sifat.hrm@kccl-bd.com](mailto:sifat.hrm@kccl-bd.com)

**DECLARATION:**

I hereby declare that all information stated above is true.



**Amit Kumar Basak**