

CURRICULUM VITAE

Name: Amit Deb Nath.
Fathers name: Anil Chandra Nath.
Mothers name: Shilpi Rani Debi
Present Address: Andarkilla, Besides CPDL center,
Kotowali, Chittagong.
Permanent Address: Middle Wahedpur, Mirasharai, Chittagong.
Mobile No: +880-1940753387, +880-1860526341.
Email: amitdebnath151107@gmail.com
Nationality: Bangladesh.
Date of Birth: 1st November, 1996



Career Objective:

To pursue a highly rewarding career, I am seeking for a job in challenging and grows with honesty, loyalty, good relationship, best performance and healthy work environment where I can utilize my skills, experience and knowledge efficiently for the organization growth and work hard with full determination and dedication to achieve organizational as well as my personal goals and satisfaction.

Summary of Qualifications:

- Working as a Bicycle Merchandiser at Meghna Group Limited.
- Successfully completed BBA(Hon's)/Graduation on Business Studies (Specialization - HRM).
- Completed 45 days' summer internship from Meghna Group Limited.
- Excellent interpersonal skills, demonstrated by communicating with Clients and Colleagues.
- Able to work individually without direct supervision, if not required.
- Strong Fluency in English, Bengali & Hindi.
- Responsible, efficient and flexible with Polite, respectful & courteous manners.
- Sharp, quick learner & willing to get involve with challenging activities.
- Strength in Team Coordinating, Team Building, Team Managing, Organizing & Problem Solving.
- Having computer knowledge with MS Word, Excel, Outlook & PowerPoint.

Basic Academic Credentials:

Qualifications	Institution	Concentration	Board	Year	Result
Graduation (BBA)	ITM University, Gwalior.	Human Resource Management	INDIA	2018	6.97 (1 st class)
Higher Secondary Certificate (HSC)	Govt. Hazi Mohammad Mohsin College.	Business Studies	Chittagong, Bangladesh	2014	4.80 (out of 5)
Secondary School Certificate (SSC)	Chittagong Govt. High School	Science	Chittagong, Bangladesh	2012	4.94 (out of 5)

Language skills:

Language	Speaking	Reading	Writing
English	Official Proficiency	Strong	Strong
Bengali	Excellent	Excellent	Excellent
Hindi	Good	No	No

Experimental Learning:

INTERNSHIP Experience

Category : SUMMER

Company : Meghna Group Ltd.

Duration : 45 days (20/5/2017 to 5/7/2017)

Key Responsibilities:

1. Collect the customer's bicycle order for making the foreign parts order.
2. Confirm those foreign parts which we need to import from Foreign suppliers for being manufactured.
3. Make place order to the suppliers by PO with details like HS code, parts description, quantity, model, Payment terms, delivery date etc.
4. Collect that PI with all details and confirm them accordingly.
5. Continuously discussing with them if we have any changes during the process.
6. At the time of delivery, we proceed with LC and payment for the shipment on time.
7. Ask them to send the Commercial Invoice, Packing list and all essential documents for the final checking.
8. After clearing out the payment with them, they proceed with shipment accordingly.

PRACTICAL Learning Experiences

Company : Meghna Group Limited

Factory : Meghna Bangladesh Ltd., Mulaid, Sreepur, Gazipur, Dhaka.

Designation : Merchandiser (Bicycle).

Dealing Countries : Germany, UK, Finland, Italy, Belgium .

Duration : 1st January 2019 to On Going.

Key Responsibilities:

1. Planning and developing the strategies to balance our customers' expectations and company's objectives.
2. Analyzing the monthly sales figures, customer's reactions and their market trends to increase the order day by day.
3. Always Collaborating with buyers, Supply chain, Production, Development, Export and Shipping Forwarder also.
4. Monitoring the Production capacity, Stock movement, Floor capacity, Shipment and all relevant sights.
5. Do receive the orders by PO/Forecast and make all related documents like PI, Delivery schedule, Production schedule, Container Requisition etc. to be growing up the order till shipment.
6. Negotiating the prices, quantities and Ex-factory schedule with buyers.

7. Always Communicating over mail, skype and phone with Buyers, if face any issues during the time of production like Parts availability, shipment schedule, Bicycle geometrical issue, Frame issue, Parts alteration and so on.
8. Always keep updating to Buyers regarding each condition of production, payment, documentation clearance etc.
9. Giving a schedule to Make the Sales Contract, and Utilization Permit(UP) by the working with BOND & Export Dpt. before completing the Shipment.
10. Proceeding with any kind of sample bike shipment, Warranty parts shipment by negotiating with Customer Nominated forwarder as well as local forwarder.
11. Sending all report to the buyers which ever they need for their process like, delivery report, Commercial Invoice, Packing List, REX declaration, GSP documents, B/L, etc.
12. Directly monitoring with all related dpt. in the factory and H/O, like Procurement dpt., Sample Development dpt., Assembly section, Container booking dpt., Export dpt., Finance dpt., etc. to make every shipment on time without any hazard.
13. Making sure everything 3 days ago before production by checking with procurement/supply chain dpt. for the foreign parts availability as well as the local parts availability.
14. Always keeping in touch with the production QC, Production in charge, production manager to maintain the best quality when they manufacture the bicycle on line.

Social/Curriculum activities:

- Participated 5th INNOVATION SUMMIT- 2017 at ITM University, Gwalior.
- Participated 6th INNOVATION SUMMIT- 2018 at ITM University, Gwalior
- Coordinator of 6th INNOVATION SUMMIT-2018 at ITM University, Gwalior.
- Participated in Indian Inter University Youth Festival (AIU) 2017 at AISECT University, Bhopal.
- Former HR coordinator of KRONOS, ITM University, Gwalior.
- Senior Volunteer of BIDYANONDO FOUNDATION, Bangladesh.
- Former teacher at BIDYANONDO FOUNDATION, Bangladesh.
- Still I have been working with BIDYANONDO FOUNDATION in different kind of big projects for the RURAL/UNPREVEILIZED CHILDRENS like- Daily 1 Taka Meal project, Daily 1 Taka Milk project, Teaching, Annual Cultural Programs and so on.

Computer Proficiency:

- Having basic knowledge about computer.
- Able to work with Windows 7, 8.1, 10.
- Having knowledge on MS Office 2007, 2010 & 2016 (MS Word, MS PowerPoint, MS Excel).
- Having special experience on Microsoft Outlook.

Personal Skills:

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| <ul style="list-style-type: none"> ➤ Team Leading. ➤ Team Building. ➤ Team Coordinate. ➤ Team Management. ➤ Team work. | <ul style="list-style-type: none"> ➤ Challenging. ➤ Emailing. ➤ Browsing. ➤ Social networking. ➤ Teaching. |
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Ambition:

01. To feel the best flow and the passion to my work.
02. To give my best service that target in my work whether it's in any field.
03. Try to do something for our rural sector & the rural people.

References:

Name	: Somen Mitra
Organization	: ITM University, Gwalior.
Designation	: Former HOD & Professor of the Management Department.
Address	: 102, Aman Elite Apartment, Indore, India
Mobile	: +91-7999072733
Email	: somenmitra09@gmail.com

Name	: Indrajit Deb Nath
Organization	: Bangladesh Bank, Chattagram
Designation	: Deputy Director.
Address	: MB Niketon, 4 th Floor, 04 south Nalapara, Chittagong.
Mobile	: +8801812-791731
Email	: Indrajit2018@gmail.com

Declaration & Authenticity

I do hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

Sincerely yours,
Amit Deb Nath