

CURRICULUM VITAE OF ANIK DEY

Anik Dey

C/O: Anil Kanti Dey

Home/Holding: Flat no.- 01, Upahar Bhaban

Village/Road: Lokonath Dham Lane, Goshaildanga, Agrabad, Chattogram.

Permanent Address: Maa Bhabon, Holding No. 896, Village + Post Office: Joara, Police Station: Chandanaish, Chattogram.

Email : anikshuvo154@gmail.com

Linked In: <https://www.linkedin.com/in/anikdeyciu>

Cell Phone: 01942365579



CAREER OBJECTIVE

To achieve a successful career through dedication, commitment and hard work in a reputed organization that provides an excellent opportunity for career growth and practices a culture where quality of performance, talent and creativity is recognized and rewarded.

CURRENT JOB DETAILS

Organization	Address	Position	Department	Joining Date
OFMA Camp Ltd.	Plot # 58-62, Sector # 1, KEPZ, North Patenga, Chittagong-4204, Bangladesh.	HR Officer	Padding	01-01-2020 (Continuing)

Responsibilities:

- Recruitment, Selection & Placement
- Orientation
- Training & Development
- Payroll Management
- Fire Safety Management
- Salary Income Tax Management
- Administration
- Deal with Suppliers
- Maintain and Update Daily Report

ACADEMIC BACKGROUND				
Degree	Institution	Subject	Passing Year	Grade
LLB	Chittagong Law College	LLB	2021-2022	Ongoing
MBA	Chittagong Independent University	HRM	2019	3.73 (Out of 4.00)
BBA	BGC Trust University Bangladesh	HRM	2017	3.65 (Out of 4.00)
HSC	Government Commerce College	Business Studies	2013	4.70 (Out of 5.00)
SSC	Nasirabad Government High School (Boys')	Business Studies	2011	5.00 (Out of 5.00)

TRAINING/WORKSHOP		
Diploma in Computer Science and Technology	National Youth Training Centre, Chittagong	6 Months
Payroll Management	Solicitors BD Associates	11 Days
Salary Income Tax Management	Solicitors BD Associates	3 Days
Labor Act 2006 & Labor Rules 2015	Solicitors BD Associates	10 Days
Labor Law 2006 & It's Amendment	Chittagong Compliance Society	1Day
Fire Safety Manager Course	Fire Safety & Civil Defense, Agrabad, Chittagong	6 Months(Session: July December; Result: A)

COMPUTER & OTHER TECHNICAL EFFICIENCY				
MS Word	MS Excel	MS Power Point	Payroll Software	Tally
Generate TC (GRS) under Control Union				

PERSONAL DETAILS					
Father's Name	Mother's Name	Marital Status	Date of Birth	Blood Group	National ID
Anil Kanti Dey	Rupna Dey	Married	15-02-1995	A+	1927448348

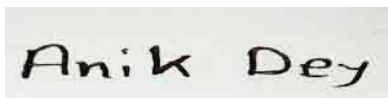
REFERENCES

Ripan Chatterjee
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Anamika Dey
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Faculty of Business and Social Science, BUP,
BMA, Bhatiary, Chittagong.
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DECLARATION

I hereby declare that the information given above is true. Nothing is false or hidden consciously.



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(Anik Dey)