

RESUME

Colince Biswas



Summary

I have experience more than eight years in HR, administrative, logistic, Account & Finance and procurement sector and I am confidence that I can deliver superlative performance as per obligation of organization.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Teem management & communication
- Innovative idea making
- Service-focused

Contact

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Email:

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Skype:

[colince80](https://www.skype.com/user/colince80)

LinkedIn:

www.linkedin.com/in/colince-biswas-48594b68

Personal Details

○ Father's name	:	Prosanta Biswas
○ Mother's name	:	Stela Sulota Biswas
○ Permanent Address	:	Villa- Khagbari, Post – Radhagonj Thana- Kotalipara, Dist. -Gopalganj
○ Date of Birth	:	17 th December 1990
○ Blood Group	:	O+
○ Marital Status	:	Married
○ Religion	:	Christianity, Baptist.
○ Nationality	:	Bangladeshi by Birth
○ National ID No	:	19902694073000084
○ Passport No	:	BK0750557

Experience

Admin Office

“Good Neighbors Bangladesh”

(KOICA-GNB CHW Project)

From: 03rd July 2019 to Continue.

HR & logistic support. Office Administrative Works. Procurement procedure maintains & Purchase related work. Supply chain Management, Stock update & management. Salary Disbursing, payroll, bank related work. Recruitment processing. Constriction & Supplies related work (Tender, Schedule & Vendor Selection) Yearly activity planning & Budget making. Budget Making & Program arrangement. Transport pool, SCM, Public Relation & Guest Handling. Monthly, Yearly Report preparing. News & Print media related work processing.



HRD & Admin Assistant

“Square Pharmaceuticals LTD”

From: 15th September 2014 to 30th June 2019.

Recruitment & Joining related works. Labor management & Labor Court report submit. Employee pay roll management, various billing works processing. Preparing budget for administrative activities & maintenance patty cash. Factory Administration related job. Leave management & Employee benefits monitoring JD creation, Job Distribution, Personal File & Training Management. Employee Performance Monitoring. Transport pool, SCM and Guest Handling. Data collection, Report creation, Database maintenance Requisition collect & Supply Logistic. SAP (*Systems Applications and Products*) HR Module & Time Management Handling



Coordinator

“Kingbodinty Media”

From: 2012 to 2014.

Arranging various campaign programs, science fair, Debate, etc. Survey and analyses feedback about activities. Setup time schedule, venue, guests & sponsors. Budget Making & Program arrangement. Maintain proper team work & schedule. Letter writing, Event arrangement Logistic support monitoring. Train up for program arrangement.



Education

M.B.A in HRM

Pabna University of Science & Technology, CGPA 3.40

M.B.S. in Management

National University- Second Class

B.B.S. in Management

National University- Second Class

H.S.C. in Business Study

Sylhet Board- GPA-3.30

S.S.C. in Business Study

Dhaka Board- GPA- 3.38

Language

Bangla and English.

Fluent reading, writing, speaking & listening

Computer Skill

All kind of official computer related works, (Microsoft Word, Access, Excel, Outlook, Power Point, and Internet Browsing & E-mail)

References Information's

Mr. Timon Biswas

Regional Internal Auditor

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Mr. Franklin Papon Biswas

Finance & Government Relations Officer Tearfund Bangladesh

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Soma Biswas

Administrative Assistant officer of Acquisition & Assistance

USAID/ Bangladesh

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Declaration

I declare that the above-listed information is true to the best of my knowledge and that; I will be responsible for any deviation from the truth of these facts.