

Proloy Kumer Das

Mailing Address: 758/A Madarbari, Uttarkhan, Dhaka-1230.

Phone Number: 01712850860

E-mail: 786proloy@gmail.com

Linked In: <https://www.linkedin.com/in/proloy-das-07a77052/>

***Career Objective***

To build up my career in a renowned organization where I can utilize my skills and experience to achieve the organizational goals.

Employment History

Position	Company	Year	Duties
Senior Executive, Admin and Audit Services	Institute of Safety, Security and Information Technology Ltd(ISSIT)	2020 July (Working)	Preparing Daily Tasks, Register HR reports, Look After bill, salaries, Assist in consultancy, Investigation, Audit and Reporting to Top Management
Intern, Business Operations	Gemslip.com(B2B Sales Organization)	2019 February to 2019 May	Purchase Order Processing, Ensuring Purchases and Delivery Updates, Developing Strategies to Meet Up Sales Target Smoothly.
Customer Manager	Grameenphone	2012 May to 2015 January	Provide customer service over Phone, Regular and Up Sales of Data Packages.
Care line Trainee	Banglalink	2012 January to 2012 May	Respond to Customer Requests, Complains and Feedbacks over Phone.

Education

Degree	Institution	Concentration	CGPA/ GPA	Passing Year
BBA	United International University (60 Credits Transferred from East West University)	Marketing	3.88/ 4.00 (Current)	Spring 2019
HSC	Govt. Science College (Dhaka Board)	Science	4.00/ 5.00	2007
SSC	Rajarbag Police Lines High School (Dhaka Board)	Science	4.94/ 5.00	2005

Extracurricular Activities

- Member of UIU Marketing Forum
- Former member of Creative Marketing Club, EWU
- Organizer of Brand Master 2018 held at UIU
- Boy Scout (Different Scout Movement, Social Awareness Activities) at Rajarbag Police Lines High School

Workshops and Trainings

Attended: Meet with the Managing Directors, CV writing, soft skills development, Presentation skills development, Customer service and Satisfaction, Corporate culture and etiquette, Strategic communication, Mock interview session, Interview tips and tricks.

Skills

- Data Analysis
- Customer Assessment
- Customer Analysis
- Skilled in MS Office (Word, Excel & PowerPoint)
- Strong Verbal & Written Communication in Bengali and English

Strength

- Strong interpersonal skills.
- Flexible in working with a team.
- Well-built leadership skills.
- Organized, Accurate, Punctual and Detail oriented.
- Ability to work under pressure.
- Time management, committed & dedicated.

Achievements

- Successfully completed Closed Feedback Loop Pilot Project (Project Vanguard) in Telenor, 2012-13
- Best Seller in a Team 5 times at Inbound Contact Center, Grameenphone.
- Achieved Academic Scholarship every trimester from United International University.

Personal Information

Father's Name: **Ramgopal Das**
Mother's Name: **Purnima Rani Das**
Date of Birth: 9 October, 1990
Blood Group: O+

References

Mohd. Hasanur Raihan Joarder, PhD

Professor, HRM- SoBE
Director, IBER
United International University
Cell # 01743331857
Email # raihan.joarder@bus.uiu.ac.bd

Khandoker Mahmudur Rahman, PhD

Associate Professor, Marketing- SoBE
Director, BBA Dept.
United International University
Cell # 01631631575
Email # mahmud_edu@bus.uiu.ac.bd

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