

Curriculum Vita of **Swadesh Ranjan Saha**



Kha-81/2, Taler Teac (4TH floor) Khilkhet, Dhaka-1229

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Objective:

The objective of my being interested to join in such a well reputed organization like your one is to have an opportunity to utilize my education, experience and enthusiasm so as to build up an excellent career and to make my level best contribution to the organization as well.

Self: Hard working, Self-motivated, enthusiastic, Optimist, Working with people and obviously result oriented. Like reading all kind of books music, cricket and movie. Blood group- B positive.

Professional Experience:

bKash Ltd (Mobile Financial Service)

Senior Officer, (December 11, 2016– Continuing)

Company Location: Shadhinata Tower, 1, Bir Sreshtha Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka-1206, Bangladesh.

Department: - Security Management, Administration

Duties/Responsibilities:

- Responsible for developing, implementing and administering all aspects of the organization's Security and Safety Program.
- Monitoring and maintaining Security Guard Services, Office Key Management, Office access, fire safety compliance, Front desk management, First Aid, Parking Management, Gate Pass, Visitor management, Register Management, Lost and found and Handling Unexpected Incoming People.
Administers security devices and settings at all facilities; identifies, analyzes, and controls existing and potential safety hazards; and provides security and safety training, support and guidance to all personnel.
- Assist and support for devise policies and procedures regarding areas such as business continuity planning, loss prevention and fraud prevention and privacy. Oversee network of vendors who secure the company's assets. Ensure security is maintained and updated and develop procedures to ensure physical safety of employees and visitors, Develop emergency procedures and incident responses, prioritize security initiatives, implement video surveillance and investigate security breaches. Conduct audits to find holes in security platform and develop risk management assessment.
- Ensure smooth EHS practice in the organization, keeping secure office premises, personnel and property.
- Liaise and support rental management team, asset management team, Supply & Inventory Management, Transport Management.
- Liaise with all level of relevant stakeholders in managing smooth day to day service delivery.

Services and Solutions International Ltd (Management Consulting firm)

Senior Executive (May 17, 2015 – December 10, 2016)

Company Location: House # 275 (Level-2), Road # 1, Baitul Aman Housing Society, Adabor, Dhaka- 1207, Bangladesh.

Department: - Administration

Duties/Responsibilities:

- Responsible for developing, monitoring, maintaining, assist and support for all aspects of administrative tasks.
- Review, tailor-making of international consultant's CV for short term consultancies of EU projects. Screening applications, contract execution, conducting the English and technical

- tests, interviewing candidates etc.
- ☐ Facilitation of travel arrangements for the international consultants in Bangladesh.
- ☐ Coordinated a European Union evaluation project in Bangladesh.
- ☐ FWC-framework contract management.
- ☐ Maintaining continuously liaison with international consultants for IBF international consulting (Belgium), ECORYS (UK), HTSPE (UK), AFC Consultants International (Germany) and European Commission.
- ☐ Maintaining contractual documents for short term projects.
- ☐ Arranging meetings, seminars and conferences with international consultants.
- ☐ Preparation of Financial budgets for short term and long term projects
- ☐ Preparation of EOI (Expression of interest) and RFP (request for proposal)
- ☐ Frequently used Eudora which is an e-mail client used on the Apple Macintosh and Microsoft Windows operating systems.
- ☐ ADB CMS system update
- ☐ Selected recent listed projects won under my supervision
- ☐ Technical Assistance in Support of the Implementation of the Ethiopian Energy Authority Program of Activities 2014- 2020. European Union in association with HCL Consultants, Greece
- ☐ Evaluation of the EU support to Yemen: Reproductive Health and Population Program phase 2. European Commission in association with IBF International Consulting, Belgium
- ☐ Final Evaluation of the 10th EDF Bridging Divides through Accountable Governance (BDAG).European Union in association with IBF International Consulting, Belgium.

Fashion Wizard Ltd (Buying House)

Manager (December 01, 2013 – May 15, 2015)

Company Location: House # 68, (3rd floor-B-3) Lake Drive road, sector # 7, Uttara, Dhaka.

Department: - Administration

Duties/Responsibilities:

- ☐ Responsible for developing, monitoring, maintaining, assist and support for all aspects of administrative tasks.
- ☐ Logistics, trade finance, shipping, documentation and overall supply chain.
- ☐ Working with the Buyers RALPH LAUREN, TKO, UNISYNC, SOFFE, BJ'S, COSTCO, JOCKEY, NORDSTROM, COTTON TRADERS etc.
- ☐ Making yearly order projection
- ☐ Keeping monthly and yearly shipment report
- ☐ Prepare export forecast and export performance
- ☐ Prepare Inspection Certificate for the vendors
- ☐ Prepare L/C draft for opening L/C for the vendor
- ☐ Prepare purchase order for Vendor
- ☐ Communicate with Buyers regarding shipment, logistics and payment issues
- ☐ Communicate with different shipping agents for vessel schedule, booking and shipment related issues
- ☐ Follow up the vendors for timely booking, shipment and document submission to buyer and bank on time
- ☐ Follow up the buyers for shipper's payment
- ☐ Follow up vendors for release the foreign supplier's payment on time
- ☐ Support vendors on different logistics and shipment related issues
- ☐ Arrange meetings for buyer with vendors and shipping agents
- ☐ Prepare debit note
- ☐ Bank handling
- ☐ Maintain Official purchase.

Sim Fabrics Ltd (Woven Textile)

Asst. Commercial Manager (February 01, 2002 - November 30, 2013)

Company Location: House#315, Road#4, Baridhara DOHS, Dhaka.

Department: - Commercial

Duties/Responsibilities:

- ☐ Over all Follow up Import & Export.
- ☐ Implementing operational strategies as per the company's Policy & Strategic of Business Plans.

- Have to Correspondence and coordination with different local regulatory bodies such as customs, EPB, BGMEA, Environment, City Corporation, etc. regarding industry matters and implementation directives.
- Have to look after the overall import-export operation matters of the factory by the guidance of Managing Director.
- Inform management well in advance about the different changes & new government policies, rules & regulations.
- Ensure timely renewal & obtain all existing & necessary Licenses/permission/Certificates and other relevant statutory approvals as per requirement of the company.
- Maintaining a steady flow of orders in the company pipeline and follow up on those orders to ensure smooth shipments;

Florida International (Buying House)

Shipping Executive. (April 01, 2001 - January 31, 2002)

Company Location: House # 8, Road # 6(5th fl.), Baridhara, Dhaka.

Department: - Commercial

Duties/Responsibilities:

- Handle all commercial aspects & others jobs assigned by the managements etc.

Training and Certifications:

1. Fire Fighting, Fire Prevention, Rescue and First Aid Training

Held on: October 11th & 12th, 2017

From: Bangladesh Fire Service & Civil Defence Directorate.

2. QCS -ISO 9001: 2015

Held on: November 19th & 20th, 2016

From: Services and Solutions International Ltd.

3. EFFECTIVE BUSINESS COMMUNICATION SKILL

Held on: November 20th, 2017

From: Lighthouse Bangladesh corporate program Ltd.

4. TIME AND STRESS MANAGEMENT

Held on: September 13th, 2018

From: Lighthouse Bangladesh corporate program Ltd.

5. ANTI-MONEY LAUNDERING AND COMBATING THE FINANCING OF TERRORISM (AML & CFT)

Held on: February 22th, 2017

From: bKash Ltd.

6. CYBER SECURITY AWARENESS

Held on: November 5th, 2017

From: bKash Ltd.

7. MICROSOFT EXCEL 2013 STARTER TO EXPERT LEVEL

Held on: August 11th & 12th, 2017

Computer Knowledge

Have knowledge in different computer operating system, e-mailing, Microsoft Office and Online work.

Language Skill

- Having good command on both written and spoken in English and Bangla.
- Speaking well in Hindi.

Profile:

Father's Name : Late.Manindra Nath Saha
Date of Birth : 22nd October 1975
Nationality : Bangladeshi
Sex : Male
Marital Status : Married
Religion : Hindu
Home District : Tangail
Permanent Address : C/O- Sukumar Saha, Thana Para, Tangail.

Educational background:

- **B.A**
Board : National University, Gazipur, Bangladesh.
Passing year : 1995.
Result : 2nd Class
- **H.S.C (Science).**
Board : Dhaka.
Passing year : 1993.
Result : 2nd Division.
- **S.S.C (Science).**
Board : Dhaka.
Passing year : 1990.
Result : 2nd Division.

Reference:

Mr. Subhankar saha (Rtd)
E D. (Bangladesh Bank.)
Motijheel, Dhaka.
CELL# 01729226699

PERSONAL STATEMENT:

I enjoy innovative thinking, intellectual challenge, learning new skills, teamwork and contact with people. My communication skills have allowed me to get the best out of those who are junior to me whilst giving the best to those who are senior to me. I therefore sincerely believe that my academic background and experience, personal interest and dedication, my future ambitions, and my proven ability to work co-operatively as a team-member as well as my self-management, liaison, communication and administrative skills would put forward a strong candidature for the subject position at your organization.

Thank You and Best Regards,

SIGNATURE