



SHUPRATIM RAKSHIT

✂ Personal Info:

Address:

11/53, Rahamot Gonj
Chittagong, Bangladesh.

Contact:

+880-13-1904-3073
+880-16-7139-6718

Email:

shupratim17@gmail.com

Linkedin:

www.linkedin.com/in/shupratim-rakshit-39464ab1

✂ Skill:

- Customer Service
- Strategic Planning
- Financial Reporting
- Team Building
- Employee Relations
- Staff Development
- Training

✂ Software:

- Microsoft Word
- Microsoft Excel
- Microsoft Power point
- ERP Software
- ASYCUDA Software

✂ Language:

- English ☒ ☒ ☒ ☒
- Bengali ☒ ☒ ☒ ☒
- Hindi ☒ ☒ ☐ ☐

✂ Interest:

- Playing Drums
- Singing
- Watching Movies
- Gym Workout

✂ Reference:

Surajit Barua
Manager- Welfare & Office
Service Department
Unilever Bangladesh Ltd.
Chittagong.

Mobile: +880-1780-311238

Email:
surajit.barua@unilever.com

✂ Career Objective:

To work in a challenging, dynamic and disciplined job environment to explore creativity and enrich professional skills, competency, and level of expertise knowledge.

✂ Experience (06 years +):

- | | |
|--------------------|---|
| 2019-03
Present | Officer- HR (OSD)
Unilever Bangladesh Ltd. <ul style="list-style-type: none"> • Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures. • Monitoring security, canteen, manager & staffs car, moreover employee's activity and report to line manager. • Administering health and welfare plans and training for general workers. |
| 2017-07
2019-02 | Executive- HR & Admin
P2P (Plan to Perfection) Properties. <ul style="list-style-type: none"> • Follow-up HR policy, procedure & guidelines in compliance with regulations and ensure its implementation. • Co-ordinate all kinds of administrative work and frequently arranged employee training, Meeting, and Workshop. • Help to develop strategy, establish appropriate HR processes and practices in the organization as per management's directives to meet the needs of the growing organization. |
| 2016-04
2017-06 | Commercial Officer
Panama Agency Ltd <ul style="list-style-type: none"> • Prepared bill of entry, classification of customs paperwork & operating Asycuda software. • Daily handling high-value import pre-alert manifests and sharing timely arrival details to the importer. Contacting importer for clearance advice. • Co-ordination with operations team members (Custom/JT Sorker) for delivery and customer escalation. |
| 2014-01
2016-03 | Accounts Officer
Baghdad Group of Company <ul style="list-style-type: none"> • Maintained all books of accounts by following accounting standards and accounting principles and policies of the organization. • Preparing financial statements and necessary reports periodically, preparation of financial models using computer software in different aspects as required by the management. • Ensuring the accounting accuracy in all transactions entered into the system and ensure the same is posted before the month-end. |

✂ Education:

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|--------------------|--|
| 2018-07
Present | Masters of Business Administration (MBA) , Chittagong University Center of Business Administration
Major: Human Resource Management (Final Semester) |
| 2019-03
Present | Masters of Business Studies (MBS) , Govt. Hazi Md. Mohsin Collage, Chittagong
Major: Accounting (Final Year) |

✂ Certification:

- | | |
|--------------------|---|
| 2011-07
Present | ACCA from the British Council
(Part Qualified) |
| 2010-01
2011-06 | CAT (Advance Diploma in Accounting) from the British Council |
| 2019-05 | Certification of a short course on 'HR Agility' from BSHRM |

✂ Career Summary:

I am a sincere, self-motivated, proactive, good team player and dedicated to performing my own duties by myself. I have the ability to communicate the people of all stages of society and learning quickly. I do believe in success through hard working.