

## Apurba Ranjan Das

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### Career Objective

Seeking a position in Human Resources and opportunity to make a strong contribution by utilizing and expanding upon related education, skills, experiences and capabilities.

### Career Summary

- A performance driven professional with 5+ years combined experience in HR practice, recruiting & retaining the employees and look after employees compensations & benefits.
- Expert in recruiting the people, according to the company policy.
- Efficient in planning the organization needs.
- Proficient in giving valuable decision, assisting the other departments and taking the feedback from the employees.
- Expert in taking the order from the seniors and giving the valuable suggestions

### Personal Qualities

- Remarkable analytical, logical and mathematical skills.
- Innovative in assessing the qualities of people.
- Efficient in communicating well in written and verbal both.
- The ability to motivate people.

### Experience - Key Responsibilities Handled

1. Joined **NRB Bank Limited** as **Officer** on November 30, 2017.

Present Position : **Officer**

Present Responsibility: **Compensations & Benefits and Planning & Sourcing**

Previous Responsibility: **Planning & Sourcing**

2. Joined **Bank Asia Limited** as **Trainee Officer** through competitive exam on October 12, 2014 and confirmed as **Banking Officer** on **October 12, 2015**.

Last Position : **Assistant Officer w.e.f January 01, 2017**

Last Responsibility: **Planning & Sourcing Analyst**

### Performance Rating

- In NRB Bank Ltd

2018	1 (Represent Excellent Performance)
2019	2 (Represent Very Good Performance)
2020	1 (Represent Excellent Performance)

- In Bank Asia

2016	KPI -95 (Represent Excellent Performance)
2015	KPI - 93 (Represent Excellent Performance)

### Computer knowledge

- Expert in basic use of computer
- Internet savvy

### Professional Certification

#### **Human Resource Management Competencies (HRMC) 2018**

Institute of Business Administration (IBA), University of Dhaka

#### **Post Graduation Diploma in Human Resources Management (PGDHRM) 2016**

Association of Business Practitioners, UK (through BIMS, Dhaka)

### Training

#### **Basic and Core Risk Management – 2020**

NRB Bank Limited Learning & Development

#### **Prevention of Money Laundering & Terrorist Financing - 2018**

NRB Bank Limited Learning & Development

#### **HR Audit Masterclass - 2017**

BDJOBS Training

#### **MS Excel – 2010: From Novice to Professional - 2015**

BDJOBS Training

#### **Human Resources Management for Executives - 2015**

Bangladesh Institute of Management

### Interest & Hobbies

- Playing Cricket. (Played age level cricket, various corporate and in-house cricket tournaments)
- Reading
- Traveling
- Photography
- Technology

### Education

<b>Program</b>	: <b>Masters of Business Studies (M.B.S)</b>
Institute	: Dhaka College, Dhaka
University	: National University
Major	: Management
Performance	: 1 <sup>st</sup> class
Passing Year	: 2009 (Held in 2012)

<b>Program</b>	: <b>Bachelor of Commerce (B.B.S)</b>
Institute	: Dhaka College, Dhaka
University	: National University
Major	: Management
Performance	: Obtained 2 <sup>nd</sup> Class
Passing Year	: 2007 (Held in 2009).

**Program** : **Higher Secondary Certificate (HSC)**  
Institute : Ideal College, Dhaka  
University : Dhaka Board  
Major : Business Studies  
Performance : Obtained GPA-3.40  
Passing Year : 2003.

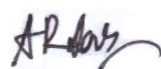
**Program** : **Secondary School Certificate (SSC)**  
Institute : Rajarbag Police Line High School & College  
University : Dhaka Board  
Major : Business Studies  
Performance : Obtained GPA-3.38  
Passing Year : 2001.

#### Personal Details

**Full Name** : Apurba Ranjan Das  
**Date of Birth** : November 30, 1986  
**Father's Name** : Bimal Ranjan Das  
**Mother's Name** : Anjali Rani Das  
**Present Address** : 41, Wesh Rampura, Dhaka.  
**Permanent Address** : Holding no.-100, ward no.-5, Vill-Barkamta, P/O-Chandina, P/S-Debidwar, Dist-Comilla.  
**Nationality** : Bangladeshi  
**Religion** : Shanaton (Hindu)

#### References

<b>Mr. Mian Quamrul Hasan Chowdhury</b> DMD Shahjalal Islami Bank Limited Corporate Head Office Shahjalal Islami Bank Tower Plot No: 4, CWN(C) Gulshan Avenue, Dhaka-1212 Bangladesh Phone - 02-222283457	<b>Mr. Faisal Ahmed</b> SVP & Head of HR NCC Bank Limited NCC Bank Bhaban 13/1 - 13/2, Toyenbee Circular Road Motijheel C/A, Dhaka - 1000, Bangladesh PABX: 9561902-4, 9566283, 9563981-3 Fax: 880 2 9566290
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