



Atanu Barai

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House-67, Block-D, Ward-3, Road-7, Chunkutia, Nazirerbag, Keranigong, Dhaka

CAREER OBJECTIVE

Result-oriented, intelligent, organized, and motivated individual looking for a challenging position in a growth oriented organization in an effort to utilize years of experience to fulfil the company's strategic requirements.

AREAS OF EXPERTISE

- ✓ *Team Management*
- ✓ *Resource Optimization*
- ✓ *Logistics Management*
- ✓ *Specialized to handle Customer*
- ✓ *Sales Coordination & Administration*
- ✓ *Expert in Documentation*
- ✓ *Risk Mitigation & Control planning*
- ✓ *Management Empowering*
- ✓ *Export-Import Knowledge*
- ✓ *Excellent Communications Skills*
- ✓ *Liaising & Coordination*
- ✓ *Internal Control & Compliance*

CAREER SNAP SHOT

April 2021 - Present

Officer - Monitoring, NITOL NILOY GROUP

November 2019 –March 2021

Assessment & Recovery Officer, NITOL NILOY GROUP

PROFESSIONAL EXPERIENCES

Officer – Monitoring

(April 2021 - Present)

NITOL NILOY GROUP

Dhaka, Bangladesh

- Monitoring through the Computer/Telephone /Tracker about the operators' & vehicles location every day.
- Check vehicle and operator photographs obtained from field officers.
- Confirm their whole months file plan activities and also ensure the feedback of day by days field visit.
- Counter-check the recovery of loans of the operators on a daily basis
- See vehicles running in areas other than the operators' own area through tracker.
- Monitor the location of seized vehicles in the seize-yard.
- Find out the vehicles having had met any accident anywhere and help the Officer about resolving the insurance claim.
- See damaged, burn or scrap vehicles, their condition and location.
- Follow up vehicles in police or customs custody and help our Legal Division to release them.
- Identify the untraced vehicles & try to find out how to trace them.
- Monitoring the vehicles transferred from 1st to 2nd or 3rd parties.
- Try to find out which files are already out of zone and try to transfer the files by the legal process.
- To reduce the number of Non-payment files always analyze the customer behavior and try to find out the disputes.

Achievements

- ✓ Error free consignment schedule handling
- ✓ Managing Sales Team members
- ✓ Coordination with Engineering Team
- ✓ Handling Customer Independently.
- ✓ Capability to work under pressure.
- ✓ Comprehensive knowledge about the industry
- ✓ Solid industry networks
- ✓ Negotiation Skill
- ✓ Better understanding within the team
- ✓ Error free documentation
- ✓ Better customer relationship

Assessment & Recovery Officer**(November 2019 –March 2021)****NITOL NILOY GROUP****Dhaka, Bangladesh**

- ➞ Ensuring on time completion of Assessment & Recovery cycle.
- ➞ Maintaining confidentiality & observed data protection and associated guidelines where appropriate.
- ➞ Inspection.
- ➞ Regular follow up & provide phone call before installment date.
- ➞ Physically visit to customer's house/office for better communication
- ➞ Any other task assigned by the management.
- ➞ Inform customer about product & system of installment policy
- ➞ Motivate customer.
- ➞ Taking customer service request & collect customer opinion.

Achievements

- ✓ Team Play - worked closely with nationwide sales team.
- ✓ Intermediate computer skills (MS Office) &
- ✓ Producing reports on progress within the department
- ✓ Developed communication skills.
- ✓ Email management & follow up

QUALIFICATION & SKILLS**Educational Qualifications**

2017-2019	MBA-	American International University Bangladesh	Major in Management Information System (MIS)	CGPA – 3.33/4.0 scale
2013-2016	BBA-	Maulana Abul Kalam Azad University of Technology, West Bengal.	Major in Management	DGPA – 6.03/10.0 scale
2013	HSC-	College of Development Alternative	Background: Commerce	GPA – 3.30/5.00 scale
2011	SSC-	K. L. Jubilee School & College	Background: Commerce	GPA – 3.56/5.00 scale

IT Skills

Basic knowledge on computer (MS WORD, MS EXCEL, POWER POINT, PHOTOSHOP, ILLUSTRATOR, Composing, Emailing, Web Browsing, Editing, Hardware etc.)

Languages Known

English (Reading, Writing, Listening & Speaking), Bengali (Native), Hindi (Speak).

Personal Details

Present Address: House-67, Block-D, Ward-3, Road-7, Chunkutia, Nazirerbag, Keranigong, Dhaka.

Permanent Address: Vill - Nabagram, Un - Nabagram, Thana - Dashar, District - Madaripur

Father's Name: Bishnu Deb Barai

Mother's Name: Anima Rani Roy

Date of Birth: 11'th September, 1994

Nationality: Bangladesh

Marital Status: Married

Religion: Hinduism

National ID No: 19942613869002845

Passport No: BW0928725

Height: 5'11"

Extra Curriculum Activities:

Music (Rabindra Sangeet, Nazrul Geeti, Loko Geeti From Chhayanaut Shangskriti Bhavan)

Personalities:

- ❖ Ability to meet deadlines.
- ❖ Excellent report writing skills.
- ❖ Analytical and problem solving ability.
- ❖ Self- starter who always looks for innovative ideas.
- ❖ Effective decision making and problem solving skills.
- ❖ Can work independently and also contribute well within a team.
- ❖ Result oriented, highly energetic, self- motivated and responsible.

❖ Reference

- **Swapan Kumar Halder, Deputy Director (Voluntary Organization Registration And Control) , Department Of Social Service, Ministry Of Scial Welfare. E-8/B-1, Agargaon, Sher-E-Banglanagar Dhaka -1207, Bangladesh.**
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- **Md. Nasimul Hossain (Badhon), Executive Supervisor, NITOL NILOY GROUP, Niloy Motors Ltd (Amaar Hero), Nitol Niloy Tower, 69 &42 Nikunja-2 C/A, Airport Road, Khilkhet, Dhaka-1229, Bangladesh.**
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