Uttam Kumar Das   Résumé

MAILING ADDRESS   ## PERMANENT ADDRESS

Uttam Kumar Das   12/12 Dewan Bazar By Lane
CCCI-SEDF Knowledge Center   Dewan Bazar, Chittagong – 4000.
Chamber House, 1st Floor   Bangladesh
Agrabad C/A   Cell:+88-01819-101167
Chittagong, Bangladesh.
Tel: 88-031-713366-9ext.129 (off)
Cell: 01819-101167
E-mail: proukd@yahoo.com

PERSONAL INFORMATION

Fathers Name :   Sankar Das

Date of Birth :   July 01, 1972

Nationality   :   Bangladeshi by birth

Religion   :   Hinduism

Marital Status :   Married

Education   :   Graduate

PERSONAL VISION

TO GET MYSELF DEVOTED IN ACQUIRING, EXPLORING AND DISSEMINATING KNOWLEDGE AND INFORMATION

WORKING EXPERIENCE

Present Job   **: The Chittagong Chamber of Commerce & Industry**
                   World Trade Center
                   Agrabad C/A, Chittagong
Position : **Assistant Secretary (IT)**
Duration : July 2008 to *date*
Responsibilities: Maintaining chamber server and other IT related job.
Instructing various courses as a teaching resource. As a trainer I taught and have been teaching the courses titled 'Basic Computer and Internet', 'Database Programming Using Visual Basic', 'Professional Graphic Designing'.

I have been serving as a Coordinator of VB Internship/Dissertation program. The responsibilities include arranging placement for students at various organizations. Assign supervisors to supervise the interns in

their related fields of internship. Organizing the internship viva board and submission of reports and consolidated marks.

Organizing and hosting seminars, symposiums at class level on various concurrent issues is one of the major assignment bestowed upon me.

As a member of tour organizing committee I have to mange and conduct educational expedition, industrial tours, etc.

As a faculty I have to render various academic duties and responsibilities assigned by the authority. Moreover I have to render my duty either individually or as a member of a team on various cultural and other course related programs like inauguration ceremony, prize-giving ceremony etc.

Previous Jobs : Bhuiyan Computer (Pvt) Ltd. GEC More, Nasirabad, Chittagong-4000, Bangladesh. Tel. 88-031-651396, E-mail: chittagong@bhuiyancomputers.org

*P*osition: **Programmer**
Duration : September 1996 – February 2006
Responsibilities: Taking class of various batches like 'Diploma in Database Management','C++ programming' etc.
Contact Person: Mr. Jamal Uddin Sikder, Managing Director

: Database Telephone Directory (Pvt) Ltd. Kashphia plaza, Agrabad C/A, Chittagong.

*P*osition: Marketing Executive
Duration : May 1997 – February 1999
Responsibilities: Aware local business man about using yellow page.
Contact Person: Mr. Nazrul Islam , Manager In Charge .

: Skynet Computers (Pvt) Ltd. Aziz Chamber, Jubilee Road, Chittagong.
*P*osition: Chief, Sales and Marketing.
Duration: March 2000 – February 2001
Responsibilities: Guide the sales team and contact with prospective DMU's.

:CCCI-SEDF KNOWLEDGE CENTER
World Bank Group.
Chamber House, 1st Floor
Agrabad C/A, Chittagong
Phone - +88031-713366 Ext. 129 E mail – ccci_sedf@yahoo.com
Position: **IT Trainer & Network Administrator**

Duration: March, 2006 to June,2008 as IT Trainer & Network Administrator
Responsibilities: Instructing various courses as a teaching resource.

EDUCATIONAL QUALIFICATION

Exam	Year	Board	Versity	Grade	Div
SSC	1987	Comilla Board		2nd Div	
HSC	1992	Comilla Board		3rd Div	
BA(Pass)	1994	National University		2nd Div	

TRAINING ATTENDED

❑ Successfully completed **International Diploma in Computer Studies (IDCS)** under **National Computer Council (NCC),** based in **UK**

Exam year : 2002

Distinction in : Business Organizaton, Computer Technology.

❑ Attended professional training on **NETWORK ADMINISTRATION** organized by DESKTOP IT LTD, Dhaka, Bangladesh

❑ Attended training on **'Human Resource Management'** organized by CCCI-SEDF Knowledge Center, THE WORLD BANK GROUP

❑ Attended training on **'Supply Chain Management'** organized by CCCI Knowledge Center, THE CHITTAGONG CHAMBER OF COMMERCE & INDUSTRY

❑ Attended training on **'Managerial Skill'** organized by CCCI Knowledge Center, THE CHITTAGONG CHAMBER OF COMMERCE & INDUSTRY

RESEARCH & REPORTS

2004. A framework for developing Sustainability Development Program in Bhuiyan Computers (Pvt) Ltd.
2002. A feasibility study on Networking Set Up at Bhuiyan Computers (Pvt) Ltd. Chittagong
2001. Measuring the Organizational Culture of the Business Enterprises in Chittagong
1999. Report on 'IT culture of Chittagong'
1998. Identifying the problems and prospects of Chittagong IT field
1998. A case study on the yellow page practice in Bangladesh

COMPUTER LITERACY

Operating System and Package Courses - Working knowledge on Operating Systems like Windows 95, Win 98,Win 2000, Windows XP and Application packages like MS Word, MS Excel, MS Access, Power Point, Photo Studio 2000, Internet, E-mail, Designing Static Website
Graphics Designing – Adobe Photoshop, Adobe Illustrator
Programming – C,C++,Visual Basic, Oracle
Networking – Successfully completed Network Administration course.

LANGUAGE PROFICIENCY

Proficient in Bengali and adequately proficient in reading, writing and speaking in English.

EXTRA CURRICULAR ACTIVITIES

Interest: Reading, sports, traveling, surfing on internet etc.
Participation: I participated most of the business related Workshops / Training programs organized by Chittagong Chamber of Commerce & Industries (CCCI), Bhuiyan Computers (Pvt) Ltd. , SEDF etc.

SELF ASSESMENT

Favorable: Hard working, good communicator &capacity to mix with others, result oriented.

REFERENCES

1. Mr. Alamgir Chowdhury
   Secretary
   The Chittagong Chamber of Commerce
   And Industry,
   Chamber House,
   Agrabad C/A.
   Tel - +88031-713366-9 Ext 111

2. Ms Afifa Raihana
   Co ordinator Knowledge Center
   South Asia Enterprise Development Facility
   The World Bank Group
   Tel - +8802-8833752-67 Ext 136
   E mail – araihana@ifc.org

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Uttam Kumar Das