

## Resume of “Babul Chandra Nandi”

1266 Olmstead Ave. Apt. 3F, Bronx, NY 10462

+19173126581 | babulnandi64@gmail.com

---

### Work Experience:

#### Financial Officer, Rising Group, Dhaka, Bangladesh

*April 2004 to August 2024*

- Performed all import-export business and banking work i.e., the opening of import-LC, preparing export documents & negotiating. Arranged Bank loans for new projects/expansion units from various banks & financial institutions of local and international like DEG, IFC, and World Bank Finance.
- Performed to maintain the company's public safety & security issues.

#### Uttara Bank PLC, Dhaka, Bangladesh

*November 1990 to March 2004*

**Branch Manager:** Supervised and motivated employees to provide excellent customer service.

- Maintained strong customer relationships, resolved complaints and ensured customer satisfaction.
- Identified and mitigated the risks related to loan, operations, and security.
- Approved loans and other financial transactions with banking regulations, policies and procedures.

### Safety & Security experience:

#### Uttara Bank, PLC, Dhaka, Bangladesh. 1990-2004

- As a Bank Manager, I closely monitored the activities of Armed-Security Guard in Uttara Bank, PLC, Dhaka, Bangladesh for ensuring the safety and security of the Bank.

#### Eastern Circuit, Dhaka, Bangladesh. 2018-2024

- As a Board Member of the Eastern Housing Complex, Dhaka, Bangladesh, I was responsible for ensuring the safety and security of the residents of 72 apartments. I checked the roster of the security guards and their assigned activities.

### Education:

As per the evaluation of Globe Language Services, Inc. NY, USA

- BBA in Accounting
- MBA

### Certificate:

- Passed F 02 Exam, COF # 92847946 Expires: 12/27/2027.
- Passed F 01 Exam, COF # 92826486 Expires: 12/10/2027.
- Security guard license, Expires: 04/18/2026.
- 16 hours on the job training course for security guards
- 8 hours pre-assignment training course for security guards
- Mandated Reporter Training: Identify and Reporting Child Abuse and Maltreatment
- Standard – CPR /AED (Adult/Child/Infant) by NationalCPRFoundation
- Confronting Sexual Harassment by The New York City Commission on Human Rights
- OSHA 30 hours, Serial # 1241124814 completion date: 12/04/2024

### Technical Skills:

- Microsoft Word, Excel, PowerPoint, and Data Entry

**Reference:** Ranjit Roy, PE, Construction Manager, MTA, 116-16 Queens Blvd. Suit #210,

Cell - 6466910392