

SHUVRA DEB MANDAL

Address :Gopalpur, Kachua, Bagerhat ,Khulna
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Career Objective:

Management Ability In team Work.

Employment History:

Total Year of Experience :8.2 Year(s)

1. Sr.Executive-HR & Commercial (April 28,2025 to Till Now)

Big Sunshine (BD),BSI GROUP-Textile Dyes and Chemicals company

Company Location :Uttara , Dhaka

Department:HR & Commercial

Duties/Responsibilities:

1.Assist to Recruitment & selection procedure. 2. Assist to Proper Implementation of policies,rules & regulation of the company. 3. Prepare compensation & Benefits. 4.Conduct all kinds of audit & visit.5. Prepare & follow up internal Monthly & quarterly monitoring plan.6.Follow up Customers Requirements.7. Maintain petty Cash.8. Prepare & maintaining Voucher, Challan.9.Prepare & maintaining all Bill. 10.Bank related work.11.Customers Handeling.12.Accounts Related Work.Mailing & any others work of as per company rules.

2. Community Engagement Program Officer (November 11, 2021 - September 28, 2024)

World Vision

Duties/Responsibilities:

1.Program Planning 2.Program Execute 3.Survey 4.Training Execute 5.Documentary

3. Sap Leader (Social Action Project Leader) (October 1, 2024 - December 24, 2025)

British Council

Company Location :Bagerhat

Department:Multi Actors Partnership Project

Duties/Responsibilities:

1.Advocacy 2. Survey 3.Gathering, 4.Training 5.Program Planning 6.Program Execute 7.Day observation 8.Documentation & any other relevant work as per project rule.

4. Accountants (February 2, 2019 - September 4, 2011)

Chalty Shekha

Company Location :Kachua

Department:Accounts & Finance

Duties/Responsibilities:

1. Micro credit Accounts Handling 2. Ensure Proper Documentation with safe and standard system like Bill Vouchers,Bank Statement,Personal File, Agreement, Letter,Notice Etc 3.Daily Entry to the Software 4.Control of the financial transaction and prepare Daily, Weekly, Monthly & yearly Reports 5. Banking Regularly as per Branches need 7.Loan Distribution 8.Journal Entry 9.Perform any Other tasks assigned by the management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration (MBA)	Management	Govt.P.C. College, Bagerhat	CGPA:2.94 out of 4	2021	1
Bachelor of Business Administration (BBA)	Management	Govt P.C College	CGPA:2.9 out of 4	2020	4
HSC	Business Studies	Kachua College	CGPA:3.58 out of 5	2016	-
SSC	Business Studies	C.S. Pilot Secondary School, Kachua, Bagerhat	CGPA:4.75 out of 5	2014	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
MWater Survey training	Purifier of Water	World Vision	Bangladesh	Dhaka	2021	2 days
Foundation Training		World Vision Bangladesh	Dhaka	Dhaka	2020	4 Days
P&G Training		World Vision Bangladesh	Dhaka	Dhaka	2021	2 days
Leadership,Communication ,Accountability tools and Social Action Project		British Council	Bangladesh	Dhaka	2020	05
Foundation Training		British Council	Bangladesh	Dhaka	2020	15
Tally Prime Training			Bangladesh	Dhaka	2025	10

Professional Qualification:

Certification	Institute	Location	From	To
Foundation Training	British Council	Dhaka	June 17, 2020	June 17, 2020
Leadership Communication Accountability tools and social action project	British Council	Dhaka	May 1, 2020	May 5, 2020

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time

Present Salary :
Expected Salary :
Preferred Job Category : NGO/DEVELOPMENT
Preferred Location :
Preferred Organization Types :

Specialization:

Fields of Specialization	Description
- Accounting - Survey - Office Management - Field or Project Organizer	Computer

Extra Curricular Activities:

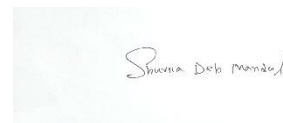
Tally Prime Software,Data Entry,Microsoft Word, Microsoft Excel ,Mailing , Browse etc.

Personal Details :

Father's Name : Santosh Kumar Mandal
Mother's Name : Manisha Rani Mandal
Date of Birth : December 1, 1998
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Hinduism
Permanent Address : Gopalpur, Kachua, Bagerhat
Current Location : Bagerhat

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Samir Baran Paik	Animesh Roy
Organization	: Govt. C.S Pilot Secondary School .	Business Man
Designation	: Teacher	
Address	: Kachua,Bagerhat	Kachua,Bagerhat
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01715-292845	01718-775739
E-Mail	: Paiksamirbaran2@gmail.com	Onimesh150@gmail.com
Relation	: Non-Professional	Non-Professional



Signature :