

Resume of NABAKISHOR CHANDRA BARMAN



Degree Summary: BBA-AIUB, MBA-JnU, MSSP-DU, LLB-MLC, ITC Certified

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Career Objectives:

I can add value and excel in performance in your famous organization where challenging profession meets job satisfaction. I would like to be associated with your company that provides scope and opportunities in terms of learn, growth and proper utilization.

Career Summary:

Leading: Administration, Project management, Policy and back ground study, Research and development, Communication and Coordination, Company Formation and Chinese and foreign client priority service and VISA Expert and management of the China VISA Center and Dahu Inter. Corp. Ltd. business affairs as may be bestowed upon. Coordination/liaison between the government ministries/departments including Department of Immigration & Passports (DIP), Bangladesh Investment Development Authority (BIDA), Ministry of Home Affairs (MoHA), Special Branch (SB) of Police and National Security Intelligence (NSI), Government to Government international project coordination and management of responsibilities. Corporate affairs and regulation all kinds of works, Entrepreneurship development, Leadership skill management, body language, Customer service management so training skilled to provide in different aspect in BASIS.

Special Qualification:

Most Successful Projects for Performance:

Working as a Manager and Secretary in China Business (CB) VISA Center (Under the Dahu Inter. Corp. Ltd.) in BIDA, Ministry, G2G Project; at BASIS as an Assistant manager and secretariat expert in NASA Space Apps Challenge 2016-17, Digital World 2016-17, BASIS SoftExpo 2017-18.

Employment History:

Total Year of Experience:10 Years and 11 Months.

1. Manager, Business Development and Communication and Company Secretary (December 1, 2018 – Continuing)

China Business (CB) VISA Application Center under the Dahu International Corporation Limited

Company Location: Flat # D4, Gulshan Pride, House NE-1(1), Road 75, Gulshan, Dhaka 1212

Department: Business Development and Communication (National and International)

Duties/Responsibilities:

To communication and coordination, management and planning of the daily, weekly, monthly and yearly business affairs as may be bestowed upon G2G project and international company formation and development works. To coordination/liaison between the government ministries/departments including Department of Immigration & Passports (DIP), Bangladesh Investment Development Authority (BIDA), Ministry of Home Affairs (MoHA), Special Branch (SB) of Police and National Security Intelligence (NSI), etc. will be part of responsibilities. Preparing relevant documents for those Ministries/ Departments is also a requisite. All these responsibilities are based on the requirements of the Chinese nationals seeking different categories of Bangladeshi visas or visa extension or Work Permits or other documents as may be required time to time.

Job Responsibilities:

The serving must have a strong sense of business communication and development and project coordination be willing to work in a changing situation. Will have to coordinate between ministries, government departments including City corporation (North and South both) BIDA, SB, NSI, etc. and clients to get the assignments done within the deadline for the VISA and company formation and development for the prospect of G2G project wise.

Development in Bangladesh and China both Governments:

1. Provide consultancy to foreign entities seeking to set up offices and companies, invest in Bangladesh,
2. Processing visa applications/ visa extension applications for the Chinese expatriates in Bangladesh,

3. Join hands with Bangladesh both at government and private levels in the development works of all forms including engineering construction, supplies, ICT, transportation, and so on.

Mega Project coordination:

1. Bangladesh Navy Submarine (BNS Sheik Hasina Project) (Mega Project),
2. Joint Venture of Harbin Electric International Co., Ltd. and CCC Engineering, (HEI-CCCE JV), Extension of Barapukuria Coal Fired Thermal Power Station by 275MW (3rd Unit), BPDB, (Mega Project),
3. Mirsarai Power plant Project (Mega Project)
4. BRT Roads and High way project (Mega Project),
5. SASEC Road Connectivity Project-II, Improvement of Elenga-Hatikamrul-Rangpur Road to a 4-Lane Highway,
6. China Petroleum Pipeline Bureau; Single mooring Double Pipe line Project (Mega Project),
7. TBEA Co., Ltd., Expansion and Strengthening of Power System Network under DPDC Area,
8. China Petroleum Pipeline Engineering Company Limited; Dhaka Water Supply Network Improvement project,
9. China Railway Construction Bridge Engineering Bureau Co. Ltd. (Branch Office management),
10. Union Resources & Engineering Co. Ltd. (Liaison Office management),
11. Harbor & Channel Engineering Bureau Group Co., Ltd. (Branch Office management),
12. More than five plus Private company and Industry (Company Secretariat management)

2.Assistant Program Manager, Member Service (October 27, 2015 - November 29, 2018):

Bangladesh Association of Software & Information Services (BASIS)

Company Location: BDBL Bhaban (5th Floor-West), 12 Kawran Bazar, Dhaka-1215

Department: Member Service

Duties/Responsibilities:

1. Coordinate market development programs and training management,
2. Coordinate events like exhibitions, road shows, round-tables, seminars, workshop,
3. Outstanding service provider for software industry,
4. Help member companies in their branding and promotional strategies and training management,
5. IT Software and ITES TAX and VAT consultant for BASIS member company
6. Due to the confidential nature absolute discretion must be exercised with all docs and information.
7. To coordinate the IT Software event program given below:

*BizTech B2B Conference project of BASIS, working as a BASIS Secretariat Executive.

*Digital World 2016 and 2017, Collaboration project ICT Division and BASIS, working as a BASIS Secretariat Executive.

*SoftExpo 2017 and 2018, working as a BASIS Secretariat Executive.

*Women's Day Celebration program 2017.

* Internet Week Program 2017.

*Connecting Startup Bangladesh Program 2017.

* **APICTA Awards Dhaka 2017.**

3.Relationship Banker (October 8, 2014 - March 30, 2015)

The Premier Bank Limited

Company Location: IQBAL CENTRE,42 Kemal Ataturk Avenue, Banani, Dhaka-1213.

Department: SME Loan Department

Duties/Responsibilities:

Achieve Elite Banking (SME Loan Banking) business growth in both sides of Balance Sheet Retain & nurture existing portfolio Ensure 24 hours full satisfied service to all customers Customer Relationship Management:

- a. To provide the excellent service to Elite banking customers
 - b. To nurture portfolio of Elite Banking customers and contribute to portfolio growth
 - c. To liaise with other departments and ensure customer's financial & service requests are fulfilled
 - d. To acquire new customers and achieve agreed sales target,
 - e. To understand customer's requirements and come up with ideas to help fulfill requirements Customer Service & Service Quality,
 - f. Provide friendly and responsive customer service,
 - g. Ensure superior service quality,
 - h. To suggest, plan and strategize improvement service delivery processes Business Development,
 - i. Assist the Business Development team with customer insights for them to understand individual customer needs and their aspirations
- People: a. Abide by the values of the Bank,
- j. Maintain good relationships and support colleagues,
 - k. Maintain a good rapport with all divisions and departments of the bank.

4.Sr. Executive (October 1, 2012 - September 30, 2014)

Numeric Solution Ltd.

Company Location: House-53,1st floor, Road-01, Block-A, Niketan, Gulshan
Department: Business Development and Sales

Duties/Responsibilities:

1. Create market and achieve sales target of automation IT market to ensure profitability of the organization.
2. Strong negotiation skill and good sales & marketing knowledge.
3. Maintain liaison with existing and potential customers to ensure the business objectives.
4. Identify key customers and extend personalized service to them.
5. Keep the management daily update on sales progress.
6. Monitor and review on all sales activities and report to the management.
7. Organize Exhibitions and other promotional activities.

Academic Qualification:

Exam Titel	Major	Institute	Result	Passing year	Duration	Achievement
Bachelor of Laws (L.L.B) (Professional)	Constitutional and Administrative Law	Mahanagar Law College, Dhaka	Enrolling	-	2 Years	-
Master of Social Science (M.S.S)	Masters of Sociology and Social Policy (MSSP)	University of Dhaka (DU), Dhaka	2.89	2019	1 Year	-
Masters Of Business Administration (M.B.A)	Marketing	Jagannath University (JnU), Dhaka	2.98	2016	2 Years	Best presentation Performer in Internship Defense Viva.
Bachelor of Business Administration (B.B.A)	Marketing	American International University- Bangladesh (AIUB), Dhaka.	3.12	2013	4 Years	Get Certificate for Social Business Plan Exhibition as a 3 rd Runner-up.
Higher Secondary Certificate (H.S.C.)	Business Studies	Ideal Commerce College (ICC), Dhaka.	3.80	2007	2 Years	Bronze Medal
Secondary School Certificate (S.S.C.)	Business Studies	Kamrabo High School; Narsingdi	3.63	2005	2 Years	-

Training Summary:

Training Titel	Topic	Institute	Location	year	Duration
Data Scientist Using R	Development Environment Overview: Introduction to R Basics, Arithmetic in R, Getting Help with R and R Studio, R Basics Training Exercise	This training is jointly organized by BITM & Business Accelerate BD Ltd.	RH Home Center,74/B/1 Green Road, Dhaka- 1205.	2018	40 Hours
Training Session on Customer Service	Successes and challenges in delivering customer service, focus on customer service attitudes, Behaviors and skills within the training, Customer service standards are captured and communicated, Excellent customer service.	Bangladesh Association of Software and Information Services (BASIS)	BDBL Bhaban,12 Kawran Bazar, Dhaka -1215.	2018	1 Day
Digital Marketing	Digital Marketing, Facebook Marketing, Facebook Analytic, Twitter Marketing, Google Plus Marketing, YouTube Marketing, Email Marketing, Google Analytic	BASIS Institute of Technology and Management (BITM)	BDBL Bhaban,12 Kawran Bazar, Dhaka -1215.	2015	1 Month
English & Business Communication	1. Basic of Business Writing: Do's and Don'ts, Structuring of Sentences in Professional Writing 2. Influencing negotiation techniques by means of business emails, proposals and reports 3. Proficiency in Speaking Professional English	BASIS Institute of Technology and Management (BITM)	(BITM) BDBL Bhaban, 12 Kawran Bazar, Dhaka:1215.	2015	1 Month
Internship	A Study of Marketing of Automated Bill Payment by Airtel Bangladesh Ltd	Airtel Bangladesh Ltd.	Dhaka ASA Tower, 12th	2012	3 Months

			Floor, 23/3-23/14, Shyamoli		
Attended the session by: Professor Philip Kotler	Inspiring the future mind	Bangladesh Brand Forum (Education partner AIUB)	Mirpur indoor Stadium	2011	2 Hours

Professional Qualifications:

Certificate	Institute	Location	From	To
Helping SMEs Generate Export Business	International Trade Centre (ITC)	Geneva, Switzerland	July 01, 2017	July 07, 2017
Work with Foreign Trade Representative	International Trade Centre (ITC)	Geneva, Switzerland	July 01, 2017	July 06, 2017
Rules & Procedures of VAT & Income Tax	DCCI Business Institute (DBI)	DCCI Business Institute	July 15, 2016	July 16, 2016

Specialization:

Field of Specialization: Business Development, Company Legal Formation, Administration, Advertisement and Promotion, Brand Promotion, Market Research, Social Research, Policy drafting, Entrepreneurship Development, Government to Government Project Communication and management, VISA and Documentation and Application Process Management, Organize the meeting, AGM, EGM, Seminar, online meeting, good relation with stakeholder and Trade Body organization.

Computer Skills:

Operating system: Windows 8 and Windows 10.
Application Software: MS Word, MS Power Point, MS Excel, OSS, EDMS, ERP.
Internet: Emailing, Browsing and Secondary online research.

Extra-Curricular Activities:

1. Former Volunteer of Asiatic Marketing Communications Ltd. And Creato.
2. Get certificate of business plan Exhibition as 3rd runner-up.
3. Attended the Marketing seminar by: Professor Philip Kotler.
4. Voluntarily participated in Blood Donation Camp organized by AIUB Shomoy Club & also in Winter Cloth Distribution Program.
5. Voluntarily participated to help the poor victims by collecting fund & donated to Daily Prothom Alo Fund.
6. Voluntary Blood Donor life time of Quantum Foundation by the Program of Quantum Lab.
7. DU Social Thinking Power for Research Foundation's Founder Member.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	Mother Tongue	Mother Tongue	Mother Tongue
English	High	High	High
Hindi	Low	Low	Medium

Personal Information:

Father's Name: Late. Dr. Subhas Chandra Barman
Mother's Name: Rita Rani Barman
Date of Birth: January 01, 1990
Gender: Male
Material Status: Married
Nationality: Bangladeshi
National ID no.: 6865028630
Religion: Hinduism

Present Address: House: No-4/1, Bashi Charan Puddar Lane, Dhaka Gold Building, 5th Floor -5B, Road - Tanti bazar, Pot Office: Dhaka Sadar, Post Code: 1100, Police Station: Kotwali, Dhaka South City Corporation, Dhaka.

Permanent Address: House no-154/1, Barman Kuttir, Area-Bowakur, Post Office.: Narsingdi (1600), Police Station: -Narsingdi, District: Narshingdi Sadar.

Reference's:

Name: M. Anwar Hossen
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Name: Prof. Dr. Farheen Hassan
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