



Independent University, Bangladesh (IUB)
Extension and Continuing Education Centre (ECEC)
offers a

Course in Spoken Chinese

Objective : In view of the recent social and economic developments in China, more and more Bangladeshi business people in particular are visiting the country. The visitors find it difficult to communicate with business contacts, taxi drivers, at hotels etc. in China. In order to help these visitors, IUB proposes to offer initially a 60-hour Intensive Course in Spoken Chinese.

Course fee : Tk3,750 inclusive of materials.

Who should attend: Business persons, tourists and students

20 April – 29 June 2006; 10 weeks- 60 hours;
Saturdays, Tuesdays and Thursdays; 5.30 – 7.30 pm

Course Director :

Prof. AHM Abdul Haye

Formerly Professor & Head of Chinese Language and Director, Institute of Modern Languages University of Dhaka

Venue : IUB Campus, Baridhara, Dhaka

Please contact :

Programme Officer, ECEC

58 Park Road, Baridhara, Dhaka, E-mail : hasan@iub.edu.bd
Tel : 9884498, 9862386/ Ext.214, Fax: 882-3959

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CHEHLUM



May the most merciful and benign grant you eternal peace in Jannatul Firdous.

We express our sincere gratitude to those who sent condolences personally and called from home and abroad following the un-timely death of our dear NUSRIN AKBAR REHANA on Wednesday 8 March 2006.

Relatives and friends are requested to join us in prayers on her CHEHLUM on Friday 14 April 2006 after Asr prayers in our Uttara residence (House 10, Road 18, Sector 7).

Bereaved family:

Kamaluddin Akbar,
Nahida Akbar, Nashida Akbar,
Saleh M Akbar, Wali M Akbar

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আর জিতে নিন

শুভ নববর্ষ ১৪১৩

নতুন বছর শুরু হোক নতুন উপহারে।
প্রিয়জনের সাথে বর্ষবরণের চমককার মুহূর্তগুলো এমএমএস করে দিন 1413@amarchobi.net -এ।
সেরা ১০ এমএমএস প্রেরক পাবেন সিমেল সিএফ ৭০ হ্যাভলটে।

MMS পাঠাতে হবে ১৩ এপ্রিল থেকে ১৪ এপ্রিল রাত ১২টার মধ্যে।
এই কার্যকর EDGE/GPRS এক MMS সমর্থিত হ্যাভলটে-এর ক্ষেত্রে প্রযোজ্য।
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CAREER OPPORTUNITIES

Warid Telecom International L.L.C. backed by the Abu Dhabi Group, a large financial consortium of Middle East based investors, is set to become the leading Telecom operator in Bangladesh. Warid Telecom recognizes that our greatest asset is our people. We are committed towards recruiting and retaining the best individuals. This commitment is viewed as a strategic business imperative and is articulated in our vision. We believe that diversity is essential to outstanding business success. The existing employee force of Warid has a blend of talented individuals having worked with Multinational and Local companies of reputed profiles. Warid Telecom is an equal opportunity employer, therefore, all qualified individuals (both male and female) are encouraged to apply. However, merit will be the sole criterion for employment in the company.

- CHIEF FINANCIAL OFFICER (CFO)**
- Develop franchise standards and assist the franchisees to develop/implement policies and procedures to achieve profit goals.
 - Create, coordinate, and evaluate the financial programs and supporting information systems like budgeting, tax planning and conservation of assets.
 - Coordinate and implement changes/improvements in automated financial and management information systems.
 - Ensure compliance with local and state budgetary reporting requirements.
 - Oversee processing of revenue, expenditure, and position control documents, department budgets, mass salary updates, ledger, and account maintenance and data entry.
 - Coordinate preparation of financial statements, financial reports, special analysis, and information reports.
 - Develop and implement finance, accounting, billing, and auditing procedures/processes.
 - Establish and maintain appropriate internal control safeguards.
 - Interact with other Divisions to provide consultative support for planning initiatives through financial and management information analysis, reports, and recommendations.
 - Ensure compliance of generally accepted auditing standards.
 - Develop and direct implementation of strategic business and/or operational plans, projects, programs, and systems.
 - Assist in obtaining necessary licenses and insurance required to start a business.
 - Analyze cash flow, cost controls, and expenses to guide business leaders.
 - Establish and implement short / long-range departmental goals, objectives, policies, and operating procedures.
- Key responsibilities:**
- CA with ten years of experience in a similar role in a multinational environment.
 - Excellent communication skills and computer proficiency.
 - Professional traits like leading, negotiation, planning and execution skills are must.
- GENERAL MANAGER SALES**
- Supervise and direct sales activities, set sales objectives, give feedback to develop compensation/commission plans
- Key responsibilities:**
- Direct and oversee the company marketing function to identify and develop new customers for products/services
 - Research and develop strategies and plans which identify marketing opportunities, direct marketing, and new project development
 - Develop and manage marketing budget, and
- Qualifications / Experience:**
- MBA/Masters in Telecommunications from a reputable local/foreign University
 - Minimum 4 years of experience in Project Management with a Telecom Company. At least 2 years of experience at a Team Lead Position
 - Excellent communication / Interpersonal skills
- MANAGER PROJECT MANAGEMENT OFFICE**
- Assist Project Manager for all company wide projects
 - Be part of team assigned to manage the rollout of Projects, risks associated to the projects, ensure flawless execution
- Key responsibilities:**
- Assist Project Manager for all company wide projects
 - Be part of team assigned to manage the rollout of Projects, risks associated to the projects, ensure flawless execution
- Qualifications / Experience:**
- MBA/MCS or Masters in Telecommunications from a reputable local/foreign University
 - Minimum 1 year of experience in Project Management with a Telecom Company
 - Excellent communication / Interpersonal skills
 - Excellent analytical and problem solving skills
 - Experience in Project Management Software will be a plus point
- MANAGER QUALITY ASSURANCE**
- Responsible for performance assessment and management reporting
 - Undertake business process development and documentation
 - Responsible for developing business process flows through Microsoft Visio
 - Responsible for evaluating the quality standards in every division and ensure optimum quality in the light of industry best practices
 - Ensure internal/external customer satisfaction through formulation/implementation of quality procedures
- Key responsibilities:**
- Responsible for performance assessment and management reporting
 - Undertake business process development and documentation
 - Responsible for developing business process flows through Microsoft Visio
 - Responsible for evaluating the quality standards in every division and ensure optimum quality in the light of industry best practices
 - Ensure internal/external customer satisfaction through formulation/implementation of quality procedures
- Qualifications / Experience:**
- MBA/Masters in Telecommunications from a reputable local/foreign University
 - Minimum 4 years of experience in Project Management with a Telecom Company. At least 2 years of experience at a Team Lead Position
 - Excellent communication / Interpersonal skills
 - Command over developing Business Process flows in Microsoft Office/Visio
- SENIOR OFFICER - PERFORMANCE ASSESSMENT & MANAGEMENT REPORTING**
- Develop business process flows in Microsoft Visio in line with the Company Policies
 - Undertake performance assessment and prepare management reports to ensure quality
- Key responsibilities:**
- Develop business process flows in Microsoft Visio in line with the Company Policies
 - Undertake performance assessment and prepare management reports to ensure quality
- Qualifications / Experience:**
- MBA/MA with 2-3 years of relevant experience. Work experience in GSM/Telecom Industry will be preferred
 - Excellent analytical and problem solving skills
 - Command over developing Business Process flows in Microsoft Office/Visio
 - Excellent interpersonal / communication skills
- SENIOR OFFICER - BUSINESS PROCESSES DEVELOPMENT AND DOCUMENTATION**
- Undertake business process development and documentation
 - Develop/formulate business processes in line with the Company Policy to ensure optimum quality
- Key responsibilities:**
- Undertake business process development and documentation
 - Develop/formulate business processes in line with the Company Policy to ensure optimum quality
- Qualifications / Experience:**
- MBA/MA with 2-3 years of relevant experience. Work experience in GSM/Telecom Industry will be preferred
 - Excellent analytical and problem solving skills
 - Command over developing Business Process flows in Microsoft Office/Visio
 - Excellent interpersonal / communication skills
- LEGAL COUNSEL**
- Handle legal affairs of the company
 - Draft different contracts in line with the local laws
 - Ensure timely compliance/submission of requisite papers/reports to the concerned agencies as per requirements
- Key responsibilities:**
- Handle legal affairs of the company
 - Draft different contracts in line with the local laws
 - Ensure timely compliance/submission of requisite papers/reports to the concerned agencies as per requirements
- MANAGER LOGISTICS**
- Responsible for inventory management of the equipment/SIM and Scratch Cards at warehouse facility
 - Sequencing of SIM Cards/ inventory items and their distribution to the concerned divisions and regions
 - Responsible for creating/implementing procedures of in-stock/out-stock and follow them
 - Responsible for making daily report of the stock/log
 - Develop ERP and related software covering all the related activities of Logistics
 - Coordinate with Finance Department for payment and insurance issues as and when required
 - Handle matters of custom clearance/inland transportation/equipment insurance
 - Oversee equipment/inventory distribution as per project schedule
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 - Oversee equipment/inventory distribution as per project schedule
- Qualifications / Experience:**
- MBA/MA/Economics from a reputable local/foreign University
 - 5 years of experience in relevant field will be preferred
 - Experience of using ERP and Supply Chain Management system will be considered a plus point
- MANAGER WAREHOUSING**
- Supervise & coordinate receipt, stocking, provisioning, packaging, activation and distribution of inventory items at the Central Warehouse
 - Conduct periodic and special inventory audits/counting and reviews/reconcile as and when required
- Key responsibilities:**
- Supervise & coordinate receipt, stocking, provisioning, packaging, activation and distribution of inventory items at the Central Warehouse
 - Conduct periodic and special inventory audits/counting and reviews/reconcile as and when required
- Qualifications / Experience:**
- MBA/MA/Economics from a reputable local or foreign University
 - 5 years experience of imports in a reputable organization. Experience of telecom industry will be preferred
 - Good knowledge of LC documentation and banks working
 - Experience of handling clearing/forwarding agents in connection with target dates
 - Possess computer skills to operate and report in Windows and other custom made software
 - Excellent communication/interpersonal skills
- MANAGER IMPORTS/CUSTOM CLEARANCE**
- Carry out imports process including custom clearance, documentation, reports
 - Responsible for interdepartmental coordination for collection of related documents
 - Preparation of documentation/letters for customs and other departments
 - Scrutiny of shipping documents in accordance with contracts & LCs
 - Follow up with clearing/forwarding agents for timely release of shipments
 - Preparation of status report with complete activities of the section
 - Assisting Manager Procurement & Logistics against different activities assigned
- Key responsibilities:**
- Carry out imports process including custom clearance, documentation, reports
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 - Possess computer skills to operate and report in Windows and other custom made software
 - Excellent communication/interpersonal skills
- MANAGER PROCUREMENT**
- Develop an efficient vendor base and systems to ensure vendor relationship management
 - Handle all procurement needs of the company including SIM/Scratch Cards, stationery, equipments, furniture and other items
 - Undertake negotiations with the vendors/suppliers and invite quotations from them
 - Prepare and execute different agreements for short/long term purchases
 - Ensure timely provision of all required items and their safe delivery to the warehouse
 - Process payments in close coordination
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 - Excellent communication/interpersonal skills

Please send resumes through post or E-mail only. No walk-in inquiries will be entertained. Last date for applying is 20th of April, 2006. Only the short listed candidates will be contacted.

The selected candidates will be offered competitive salary with fringe benefits. Please clearly mark the position applied for on the right hand corner of the envelope and send your applications to:
Warid Telecom International L.L.C., Bangladesh Operations, 168 Gulshan Avenue, Dhaka 1212. E-mail: hr@waridtel.com.bd

