

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 NASRIN 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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শুভ নববর্ষ ১৪১৩

নতুন বছর শুরু হোক নতুন উপহারে। প্রিয়জনের সাথে বর্ষবরণের চমৎকার মুহূর্তগুলো এমএমএস করে দিন 1413@amarchobi.net -এ। সেরা ১০ এমএমএস প্রেরক পারেন সিমেল সিএক্স ৭০ হ্যান্ডসেট।

MMS পাঠাতে হবে ১৩ এপ্রিল থেকে ১৪ এপ্রিল রাত ১২টার মধ্যে। এই কার্যক্রম EDGE/GPRS এবং MMS সম্বলিত হ্যান্ডমেট-এর ক্রেত্রে প্রয়োজ্য। EDGE/MMS সার্ভিস সন্রিয় থাকতে হবে।



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.

 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

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 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

Qualifications / Experience:

 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

Franchisees to develop/ implement policies and procedures to achieve profit goals

budgets for the sales department, establish monthly sales and profit objectives Develop market and lead corporate sales

and provide strategic direction

speaking events, and trade shows etc.

· Analyze and evaluate the effectiveness of sales, methods, costs, and results. Manage major and critical developing client

accounts, and also coordinate management of all other accounts · Participate in the development of new

project proposals Establish and implement short- and long-

operating procedures sales materials, exhibits, and promotion programs.

experience preferably in Telecommunications at a senior level position Ability to lead and meet the given sales

targets periodically Computer proficiency as per job requirements

GENERAL MANAGER MARKETING

. Direct and oversee the company marketing function to identify and develop new

 Research and develop strategies and plans which identify marketing opportunities, direct marketing, and new project Develop and manage marketing budget, and

internal operating budgets e Plan and coordinate public affairs, and

Lead public and/or private offerings, implementation of assigned corporate

Organize and participate in seminars, . Supervise the preparation, issuance, and Assist/facilitate corporate sales team in

provide best back-up support to corporate

range goals, objectives, policies, and

Supervise preparation, issuance, and delivery of e Computer proficiency as per Job Promote positive relations with partners, vendors, and distributors

Qualification / Experience:

Master in Marketing with 10 years of ment as per schedule and adjust the

requirements

. 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

communication efforts to ensure public relations and community outreach project proposals

objectives, lead/develop corporate sales force . Supervise planning and development of company marketing and communication supervise all aspects associated with the Represent the company at various

> community and/or business meetings to promote the company delivery of sales materials, exhibits, and

promotion programs dealing with new corporate accounts and . Promote positive relations with partners, vendors, and distributors e Coordinate with other Divisional Heads to develop five year and ten year business plans

e Establish and implement short and long range departmental goals, objectives, policies, and operating procedures

Qualification / Experience:

· Masters in Marketing with 10 years of experience at a senior level position in a multinational environment Excellent communication/interpersonal skills.

MANAGER PROJECT MANAGEMENT OFFICE Key responsibilities:

· Ensure management of all company wide projects

Make project schedule of the projects,

schedule as per performance status Responsible for the cost/progress/quality of Manage rollout of Projects, risks associated to the projects and ensure flawless execution

Qualifications & Experience:

Excellent communication / Interpersonal

Team player and have the understanding and Excellent communication / Interpersonal

e Participate in the development of new Project Management Certifications and experience in Project Management Software

will be a plus point

MANAGEMENT OFFICE

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 Experience in Project Management Software

MANAGER QUALITY ASSURANCE Key responsibilities:

 Responsible for performance assessment and management reporting Undertake business process development and documentation

flows through Microsoft Visio Responsible for evaluating the quality standards in every division and ensure optimum quality in the light of industry best

internal/external customer satisfaction through formulation/ LEGAL COUNSEL Implementation of quality procedures Qualifications & Experience:

 MBA/MA/Masters in Telecommunications
 Draft different contracts in line with the from a reputable local/foreign University with Telecom Command over developing Business Process

conversant with leadership and team • Excellent analytical and problem solving skills 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 Qualifications & Experience: MBA/MA with 2-3 years of relevant

experience. Work experience in GSM/Telecom Excellent analytical and problem solving

Command over developing Business Process flows in Microsoft Office/Visio Excellent interpersonal / communication

DEVELOPMENT AND DOCUMENTATION Key responsibilities: Undertake business process development

Develop/formulate business processes in line with the Company Policy to ensure optimum

MBA/MA with 2-3 years of relevant experience. Work experience in GSM/Telecom

Excellent analytical and problem solving

skills

flows in Microsoft Office/Visio Excellent interpersonal / communication

Handle legal affairs of the company

local laws at least 5 years of experience in GSM/ . Ensure timely compliance/submission of agencies as per requirements

various legal matters Responsible for preparing and submitting

Excellent interpersonal / communication

Key responsibilities:

the equipment/SIM and Scratch Cards at warehouse facility Sequencing of SIM Cards/ inventory items and their distribution to the concerned

procedures of in-stock/out-stock and follow them Responsible for making daily report of the

all the related activities of Logistics Coordinate with Finance Department for payment and insurance issues as and when

transportation/equipment insurance as per project schedule

 MBA/MA/Economics from a reputable Key responsibilities: 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

Key responsibilities:

Conduct periodic and special inventory audits/counting and reviews/reconcile as and when required · Process payments in close coordination

covers all the activities of the department

Supervise warehouse personnel with focus

on performance evaluation, training, work

allocation / problem solution and execution

of all activities timely and in line with the laid

arrange packaging, transportation, and/or

in consultation with Manager of materials

handling, stock control, and packaging to

manage appropriate department records in

promote efficiency, services and reduce costs.

Develop and implement improved methods

Ensure provision of inventory to designated negotiation skills

and help in Management decision-making

safety hazards

delivery of goods

Qualifications & Experience:

be considered a plus point

MANAGER PROCUREMENT

in Telecom Industry will be preferred

· Ability to operate relevant softwares and

Experience in using ERP system /software will

Qualifications & Experience:

relevant softwares

MANAGER IMPORTS/

reputable local/foreign University with at

Proficient in use of Microsoft and other

Excellent communication /interpersonal/

custom clearance, documentation, reports

least 5 years of relevant experience

will be considered a plus point

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

oversee development and management of . Excellent analytical and problem solving skills. Guide and advise the management on Develop an effective reporting system that with the Finance

legal suits and replies as and when required Qualifications & Experience:

Law degree from a foreign University with 3-4 years of experience with either a reputable corporate law firm or international organization preferably telecom

MANAGERLOGISTICS

divisions and regions

stock/log

Develop ERP and related software covering

 Handle matters of custom clearance/inland
 Excellent interpersonal / communication Overview equipment/inventory distribution

Qualifications & Experience:

MANAGER WAREHOUSING

 Supervise & coordinate receipt, stocking, provisioning, packaging, activation and distribution of inventory items at the Central

systems to ensure vendor relationship 5 years experience of imports in a Handle all procurement needs of the company including SIM/Scratch Cards,

 Undertake negotiations with the Experience of handling clearing/ vendors/suppliers and invite quotations from them

for short/long term purchases · Ensure timely provision of all required items and their safe delivery to the warehouse

policies and standards coordination for collection of related · Ensure provision of the safety measures to documents avoid any pilferages and stolen activities · Preparation of documentation/letters for

Keep warehouse facilities clean and free of . MBA/M.Com/MA(Economics) from a

outlets in an efficient and timely manner; . Experience in using ERP system /software

Develop recordkeeping procedures and Carry out imports process including

accordance with applicable regulations, e Responsible for interdepartmental

customs and other departments · Scrutiny of shipping documents in MBA/MA(Economics)/M.Com with at least 5 accordance with contracts & LCs years of relevant experience. Work experience · 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

Qualifications & Experience: . MBA/MA/M.Com from a reputable local or · Develop an efficient vendor base and

assigned

reputable organization. Experience of telecom industry will be preferred stationery, equipments, furniture and other . Good knowledge of LC documentation and banks working

forwarding agents in connection with target dates Prepare and execute different agreements
 Possess computer skills to operate and

report in Windows and other custom Excellent communication/interpersonal

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