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Genetic Plaza 8/10, Lalmatia Block-A, Dhanmondi, Road # 27 (old) & Near Lalmatia Boys School

Mamun-Ul-Ala, 8 yrs experienced M.A. (ENG), MBA Pursuer (DU) 10 Weeks' Program 'A' Guaranteed Ala Learners' Academy (ALA) 5/12, Block-E, Lalmatia, Mobile # 016291343, 011873561

DISTRIBUTION MANAGER WANTED

DISTRIBUTION MANAGER

An established business house is looking for an ambitious result oriented individual to set up a distribution system throughout Bangladesh. If you have substantial experience in this field and feel you can work independently to develop a distribution system and manage it in a modern, efficient and profit oriented manner please call 8110265 in confidence and set up an appointment with the group Managing Director.

Admission ROYAL ROADS UNIVERSITY, Canada

(A Canadian Govt. University and a member of ACU, AUCC)
MBA in: Digital Technologies Management (64 credits) & Executive Management with Marketing (64 credits)
PML's Achievement: 89 RRU graduates in less than 2.5 years.
FEATURES: A. First & Only Canadian Govt. University in Bangladesh. B. Canadian degree certificate with same status. C. Same Transcripts and ID cards. D. RRU selected Highly Qualified Foreign and Local Faculty Members. E. No Charges for 1:1 Library and Computer Lab Facilities. F. Weekend and Evening & Blocked Format Classes.
Present Student Base
 Students from organizations such as: Army, Navy, Marine, Nestle, Berger Paints, BAT, Citibank (NA), Lever Brothers, Standard Chartered Bank, HSBC, Gramscen Phone, City Cell, Mobil, Shell, ADB, BSC, CARE, Square, BCIC, BASF, FedEx, DHL, IFIC Bank, First Security Bank, Trust Bank, BRAC Bank, Bank Asia, NCCBL, Shahjalal Bank, Egyptian, Embassy, BRTA, Elite Paint, Faculty members of Private Universities, ICDDR, BOC, CSE, Proshika, Scholastica, Saudi Airlines, Bangladesh Government, APTECH, CEPZ.
Dhaka Campus: H-49, R-28, Gulshan-1, Dhaka. Tel: 9890459, 9895701. E-mail: pml@bol-online.com
Chittagong Campus: H-11, R-1, South Khulshi, Chittagong. Tel: 639105. E-mail: pmlctg@spinet.com
 Website: www.pmlrru.org We are open 7 days a week, Available from 9am to 7pm

MBA Fast Track IBA
 @ 1500/-
 To enroll, walk-in-call Pundits
 This lifetime, full-fledged but concentrated, will enable you to minimize your risk through many tricks and tips. Pundits are helping you to pocket success.
 Dhankandi: 726/A, Estimajid Road R/A Banani, Flat 5/F, House 2, Road 17, Block C
 Helpline: 016206023 Dial: 9120498

ACADEMIA
 AN ENGLISH MEDIUM SCHOOL
ADMISSION OPEN
 Play Group to Class VII For July, 2004.
 Class XI (A level) For January, 2004.
50% ADMISSION FEE WAIVER FOR STUDENTS WHO QUALIFY
 House # 55/A, Road # 12/A, Dhanmondi R/A. (Junior Section)
 House # 31/A, Road # 8, Dhanmondi R/A. (Senior Section & Admission Office)
 Tel: 8110222, 8129779, 018-270799, 019-326134.

EXECUTIVE ASSISTANT FOR MANAGING DIRECTOR
 As one of the reputed and fastest growing Business Group of the Country, we are looking for experienced, dynamic and versatile professionals for the Executive Assistant to the Managing Director. Group also produces a large volume of Garments for world renowned Brands / Retailers of USA and Europe. Candidates those who are working with any multi national company or big Business Group of the country in the position of Executive Assistant / Secretary to the Chief Executive Officer / Managing Director will be given special preference.
Criteria of the position
 Incumbent must be an MBA with 5 years experience in the similar track. Candidates who have a strong background to work with a large Textiles Group will be an added advantage. Should be capable to handle foreign delegates individually. Corresponds with Foreigners and maintain protocol and keep the competence to run the office in absence of the Managing Director / Chief Executive Officer. Age limit for the posts is not beyond 45 years. Should possess analytical, conceptual and decision-making skill and strong ability to correspond with Governments and Non-Governments organizations. Should be through in computer literacy and sound in Communication skills in English. Attractive remuneration packages will be offered for deserving candidate. Candidates are requested to apply with complete resume and passport size photograph within Seven Days (7) of publishing this Advertisement at the following address. Candidate must write the name of the post applied for on the top of the envelope. We are an equal opportunity provider and any kind of persuasion in this connection will be treated as disqualification of the candidate.
MANAGING DIRECTOR, NORBAN GROUP -
 HOUSE 49 ROAD 9/A(NEW) DHANMONDI R/A, DHAKA-1209

তারা বাংলায় Fully ফার্মিফার্মি
 MTV-র সুরে তালে একসঙ্গে।
 কানের চমকে সুরের মিলক
 কবিতা সুবর্ণা!
 ভিশমা!
 মেহরান!
 চোখ রাখুন তারা বাংলায়, প্রতি শুক্রবার সন্ধ্যা সাড়ে আটটায়!

BRAC UNIVERSITY
 The world is changing. Our MBA Program will make you ready for this fast paced changing world of business. With the help of our distinctive approach to management education you will have the knowledge, skills and leadership capability to succeed.
Unique Features:
 A skill based, 60 credits (20 courses and an Internship) Program
 Hands on learning and exposure to business environment
 Professional and career development
 Full time or Part time registration
 Classes in the evening
 Faculty from home and abroad with teaching and managerial experiences
 Career guidance and Job placement assistance after graduation
 Dual Degree with Asian Institute of Technology (AIT), Bangkok
APPLICATION DEADLINE: 24 DECEMBER, 2003
ADMISSION TEST: 10am, Friday, 26 December, 2003
FOR ADMISSION FORM AND FURTHER INFORMATION, PLEASE CONTACT Admission Desk, Ground Floor, BRAC University Building, 66 Mohakhali, Dhaka, Ph: 9881265 Ext: 445, 431 Email: info@bracuiversity.ac.bd http://www.bracuiversity.ac.bd

Career Opportunity
 MBM Garments Limited, a 100% exported oriented woven apparel manufacturing plant, having a work force of over 2000 employees, has opening for following posts:
1. Human Resource Manager: Must have 6-8 years experience in ADMIN/PERSONNEL Section. Should possess a minimum Master's degree, with good command in spoken & written English. Should be able to deal independently with foreign buyers, with respect to the compliance need. Well updated with the country's labor laws. Age: Not less than 35 years.
2. Jr. Merchandiser: Maybe 2 years experienced or a fresh graduate (from a reputed university), with a very good command on spoken & written English. Has good aptitude on Mathematics also. Should also be familiar with computer & internet environment. Age: Not exceeding 28 years.
IF YOU FEEL YOU ARE THE RIGHT CANDIDATE, PLEASE APPLY WITH DETAIL RESUME, WITH RECENT PHOTOGRAPH TO THE FOLLOWING ADDRESS BY DECEMBER 25, 2003 & MENTION ON THE LEFT SIDE OF THE ENVELOPE THE POST BEING APPLIED FOR:
 General Manager
 MBM Garments Limited
 M19 & M14 (Part), Section 14, Mirpur, Dhaka 1206

BRAC UNIVERSITY Post Graduate Diploma in South Asian Development & Cooperation Studies
Special Features:
 Develops knowledge base and analytical skills in socio-economic conditions, governance, rural development, women empowerment and cooperation dynamics of the region
 Residential program in multi-cultural setting with students from all the SAARC countries and Afghanistan
 10 Courses (30 Credits)
 Credit Transfer Facility into a full-fledged Masters Program at BRAC University in near future
 Program taught by Faculty with highly Managerial and Professional experience
 Full Time: 3 semesters - 12 months
Opportunity of tuition and living being covered by "South Asia Foundation(SAF)-Madanjet Singh Scholarship"
Target Participants:
 Master or 4-Year Bachelor Degree Holders
 Master with 3-4 years professional experience will face direct interview.
 No age restriction
Admission Test: 09 January 2004
 For Further Information, Please Visit: www.bracuiversity.net
 Or BRAC University Building (Ground Floor) 66, Mohakhali, Dhaka - 1212
 Tel: 9881265 Ext. 445,473 E-mail: info@bracuiversity.ac.bd
Last Date of Receiving Applications: 04 January 2004

fhi Family Health International JOB VACANCY
 Family Health International (FHI) is a dynamic organization working worldwide to address comprehensive health issues and their consequences. FHI Bangladesh is implementing a project focused on addressing HIV and AIDS in Bangladesh through research, program implementation, technical assistance and capacity building.
FHI Bangladesh is looking for:
1. A Program Officer - Client of Sex Workers (CSW)
Requirements
 Masters degree in social sciences or public health or equivalent work experience level;
 At least 3 years experience with targeted interventions for HIV/AIDS/STI among vulnerable groups especially clients of sex workers;
 Meaningful program experience working with uniformed services and in workplace-based interventions;
 Experience with supervision of NGOs and CBOs in Bangladesh;
 Proven ability to manage projects and contracts/sub-agreements;
 Ability to manage and work independently and effectively;
 Good team player;
 Good oral and written communication skills in both English and Bangla;
 Willingness to travel frequently outside of Dhaka.
2. A Program Officer - Sex Workers (SW)
Requirements
 Masters degree in social sciences or public health or equivalent work experience level;
 At least 3 years experience with targeted interventions for HIV/AIDS/STI among vulnerable groups, especially sex workers.
 Meaningful experience with high risk groups, especially sex workers;
 Experience with supervision of NGOs and CBOs in Bangladesh;
 Proven ability to manage projects and contracts/sub-agreements;
 Ability to manage and work independently and effectively;
 Good team player;
 Good oral and written communication skills in both English and Bangla;
 Willingness to frequently travel outside of Dhaka.
3. A Receptionist cum Secretary
Requirements
 Bachelor degree in English or related subject with at least 2 years of experience in telephone operations and administrative tasks;
 Excellent communication skills in both written and spoken English and Bangla;
 Proven ability to handle a PABX system;
 Ability to re-direct calls, take effective messages and make appointments with discretion and tactfulness;
 Ability to handle telephone calls and visitors simultaneously;
 Proven ability to handle administrative tasks (procurement, travel, leave files etc);
 Ability to manage and work independently and effectively;
 Good team player;
 Prior experience working with international NGOs.
4. An Accountant
Requirements
 Bachelor degree in accounting/business related subject with at least 2 years of experience in accounting area;
 Extensive training in accounts management;
 Ability to maintain accurate and complete accounting records;
 Able to handle accounting computer software packages;
 Prior experience working with international NGOs;
 Sound knowledge of Accounting including USAID regulations;
 Ability to manage and work independently and effectively;
 Good team player;
 Good spoken and written English and Bangla.
 Interested candidates should complete an application form to be obtained from the Manager - Admin and HR, FHI Bangladesh, House # 5, Road # 35, Gulshan-2, Dhaka. Fax: 02 - 9887563 or hr@fhidhaka.org. The completed application form should be submitted together with a CV on or before December 26, 2003 to the Manager - Admin and HR
QUALIFIED WOMEN AND PEOPLE WITH HIV ARE ESPECIALLY ENCOURAGED TO APPLY

Grow with BRAC Bank EMPLOYMENT OPPORTUNITY
BRAC Bank - a real-time online bank with the commitment to stay different in a domestic and globally challenging environment is currently looking for incumbents for the following position:
CUSTOMER RELATIONS OFFICER
 These officers will carry out field-based Small & Medium Enterprise lending activities across Bangladesh.
Qualification: MBA/Masters in Accounting/ Finance/Management/Marketing/Economics from any recognized University. Candidates having academic result of at least two first class/ divisions and without any third class / division may apply.
Initial Salary: Tk. 8,400/- (Consolidated for the probationary period of one year)
Age: Maximum 32 years
 Please apply with detailed curriculum vitae with attested photocopies of all academic certificate/ mark sheet and two recent passport size photographs to **Head of Human Resources, BRAC Bank Limited, 1 Gulshan Avenue, Gulshan, Dhaka-1212 by December 27, 2003**
 BRAC Bank is an equal opportunity employer

City University Admission open Spring Semester 2004
 ... Creating a Culture of Excellence
COURSES & CURRICULUM
BACHELOR OF BUSINESS ADMIN. (BBA) with 124 credit hrs.
BACHELOR OF COMPUTER SCIENCE & ENG. with 140 credit hrs.
BACHELOR OF ART IN ENGLISH (BA) with 132 credit hrs.
MASTERS OF BUSINESS ADMIN. (MBA) with 48-60 credit hrs.
EXECUTIVE MBA (E-MBA) with 48-60 credit hrs.
MSC IN FINANCIAL ECONOMICS with 48-60 credit hrs.
ENGLISH LANGUAGE INSTITUTE (ELI) Short executive and development courses.
CLASSES START: JANUARY 11, 2004
 Admission Tests are held on every Saturday at 11:00 am at City University Campus. Admission forms are available in Dhaka at City University Campus. Admission forms can also be downloaded from the City University website at www.cityuniversity.net.
For further information please contact: Register's Office: Bulu Ocean Tower, 40 Kemal Ataturk Avenue, Banani, Dhaka-1213. Tel: 9893983, 9861543 info@cityuniversity.net www.cityuniversity.net
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