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CAREER OPPORTUNITY
A highly reputed company engaged in the entertainment & amusement sector requires the following personnel for immediate appointment:
Administration & Personnel Manager: Masters Degree holder from a reputed university with 10 years practical experience in related field with head the Administration Department, Ex-Retired Army personnel not below the rank of a Major are encouraged to apply.
Maintenance Engineer: B.Sc. Engineer (Mechanical) with at least 5 - 7 years in similar industrial / project maintenance position. Age between 35-40 years. Will be responsible for overseeing all maintenance related functions and managing and supervising the maintenance team.
Security Officer: Warrant Officer / JCO. Will be responsible for overseeing all security matters and management & supervision of a large security team.
Management Trainee: Graduate from any reputed university with CGPA of 3.0 or above for entry-level executive position. BBA / MBA's are encouraged to apply.
Only short listed candidates will be called for interviews. All positions' place of work will be at Savar. Interested applicants are requested to send their complete CV with a passport size photograph to 9A, Suhrawardy Avenue, Baridhara, Dhaka - 1212 by November 20, 2004. The post applied for should be marked on the envelope.

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- Placement:** Separate placement office to assist students to find challenging & growth oriented employment & internship
- Research:** Only private university to publish separate Business and Science & Engineering Journals
- Faculty:** 120 full-time faculties with proven teaching & research excellence at home & abroad
- Computer Laboratories:** State of the art Computer Laboratories with more than 300 workstations
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- Library:** Rich collection of books, journals, articles, encyclopedia covering more than 80 academic concentrations
- Language Laboratory:** Most modern audio-visual & oral equipment to facilitate development of oral & written communication skill in English

For More Information
House # 83/B, Road # 4, Kemal Ataturk Avenue, Banani, Dhaka 1213, Bangladesh
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THE COMMERCIAL BANK OF CEYLON LIMITED
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The Commercial Bank of Ceylon Limited has achieved a unique leadership position amongst the premier Commercial Banks in Sri Lanka. With its entry into the Bangladesh Market and the potential for future expansion in the country, the Bank is forging ahead with its vision "to be the leader in the financial industry in Sri Lanka, while having a visible presence in the region by the year 2010". Our Human Resource Division will continue to cater to the strategic needs of the Bank. For this purpose we require the services of a result oriented and dynamic Executive who would be a partner in the accomplishment of this mission. If you have the all round competencies we are looking for, the dynamism and the commitment, to excel in the area of Human Resource Management, we have a job offer for you with the Commercial Bank of Ceylon Limited, to fill the position of:

SENIOR MANAGER - Human Resources

The Job:

- The position reports to the Head of Human Resources.
- Preparation and management of monthly payroll.
- Screening and assisting in the recruitment process.
- Organizing and conducting training programmes.
- Rolling out and managing the annual Performance Appraisal process.
- Maintaining liaison with external agencies and with the Heads of business units in the Bank.
- Responsible for smooth running of day to day routine HR administration by ensuring that all HR procedures are in compliance with the standard HR operating procedures of the Bank.

The Person:

- Should hold a Master's degree in any social or behavioral science from a recognized and reputed University, with a minimum of two first division/class or minimum CGPA 3.00 out of 4 where applicable. (Third division/class is not acceptable.)
- Must have at least five to six years working experience in Human Resource Management out of which two years in a managerial position.
- Should be a Certificate or a Diploma holder in Human Resource Management.
- Should have the knowledge of the relevant employment regulations of the country such as the Labour Law and other applicable Acts.
- Possess a pleasing personality and a strong interpersonal skills reinforced with effective communication skills.
- Excellent command of written and spoken English.
- Should be able to work independently on computer esp. with MSWord, Excel and Power point.
- Age: Not to exceed 40 years.

Interested candidates should submit their application for the above position together with detail curriculum vitae (CV) and a recent passport size photograph to the Head of Human Resources, Commercial Bank of Ceylon Limited, 47 Motijheel Commercial Area, Dhaka, not later than November 10, 2004. Please write the name of the position applied for, on the top left hand corner of the envelope.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.
Only shortlisted candidates will be called for an interview.
(Any attempt to influence the selection process will render the applicant disqualified)

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Our Interest Is In You

বাংলাদেশে অবস্থিত খাই বাবাসায়ী সম্প্রদায়,
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লাকী গ্র্যান্ড ফেয়ার ২০০৪

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পুষ্টি ও বলদায়ক পানীয়
সৌন্দর্য ও চিকিৎসা সেবা
খাই খাবার ও কোমল পানীয়।

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উপভোগ করুন

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সকাল ১০:০০ টা - রাত ১০:০০ টা
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গুলশান, ঢাকা

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