

# WIN THE CHALLENGE,

## Join The World Famous Packaging Company In Bangladesh .....

A Reputed Multinational Packaging Company With A Wide Global Network Is currently Looking For Highly Capable Candidates For The Following Positions For Strengthening Its Local Base To Support The Fashion Retailers And Their Manufacturing Units In Bangladesh And Other Countries.

### Sales & Customer Service (Two Positions): Executive / Junior Executive

#### Key Responsibilities

- Process All Sales Orders (From Order Receipt To Delivery And Payment Realization) & Follow Up All Activities In The Process.
- Keep Regular Communication With The Customers And Overseas Colleagues For Building Up Close Relationship.
- Update Database On Product And Customer Info & Regular Reporting.

#### Requirement

Knowledge & Experiences On RMG Business In Bangladesh.

### Operation & Logistic (One Position): Quality Assurance Officer

#### Key Responsibilities

- Maintain Product Quality As Per Set Standard;
- Ensure Timely Delivery.
- Monitor/Supervise Production Process,
- Production Planning & Inventory Management.
- Regular Factory Visit For Above Purpose;
- Regular Reporting.

#### Requirement

Graduation In Engineering (Preferably In Mechanical & Chemical) Knowledge On Injection Moulding Machine. Experience In The Production Department Field Is Preferable. Should Be Familiar With Production Planning, Inventory Management & Report Writing.

### Finance & Admin (Two Positions): Junior Accountant

#### Key Responsibilities

- Maintain Various Accounts,
- Process Payment To Creditors,
- Maintaining Cash/Bank Book,
- Preparation Of Various Weekly & Monthly Reconciliation & Reports.
- Budget Preparation & Analysis. Tax Management.

#### Requirement

B. Com/ Masters In Accounting Or Finance (Preferences to CA Course Completed Candidates). Minimum Two Years Experience.

### Administration Assistant

#### Key Responsibilities

- Front Office Management Including PABX,
- Assist General Manager In Secretarial/Corporate Matters,
- Process Office Administrative Activities Including Procurement And Distribution Of Stationery & Office Consumables,
- Dispatch, Event, Visit & Hospitality Management,
- Ticketing, Reservation & Visa Arrangement,
- Supervising General Office Maintenance & House Keeping.

#### Requirement

Experience In The Related Field Is Preferable. Freshers Are Also Welcome. Persons Having An A/O Level Background Will Be Given Priority.

#### Key Requirements For All Positions:

- Proficiency & Experience In Using Computer (Internet, E-Mail, Word, Excel, Database, LAN),
- Good Communication Skills in English - both written & verbal.

We Offer Excellent Competitive & Performance Oriented Remuneration Package With Medical Insurance & Bonus.

PLS APPLY, ONLY IF YOU MATCH THE REQUIREMENTS AND FEEL CONFIDENT TO TAKE UP THE CHALLENGE TO WORK UNDER PRESSURE AS A TEAM PLAYER.

Last Date For Application Submission: 07 December 2004

Mailing address: F - 501, C/O Odyssey, The Daily Ittefaq Advertisement Booth, House 8, Road 1, Block F, Banani, Dhaka 1213.

Send Application With 2 Pass Port Size Recent Photographs And Detailed CV. Pls Mention The Name Of The Position On Top Of The Envelop.

The company is an equal opportunity employer. Women are encouraged to apply.

Any Persuasion Will Be Treated As The Disqualification Of The Applicant.

### TO-LET IN BARIDIHARA DIPLOMATIC ZONE

Newly built south facing modern flats each having 3 bed, 3 bath drawing dining balcony servant bed + bath Approx - 1500 sft. H-4 Road - 14 Please Contact : 011813259, 011091250 + T. & T

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Brand new imported solid tick wood. Furniture from Thailand (chiangmai). Bed Room set, Dining set dinner wagon, Cupbord, portable Bar etc. Please contact: EUROASIA FURNITURE (Except Friday), 6, Gulshan south Avenue (Near Shooting Club) Tel: 8811357.

### CAREER OPPORTUNITY

We are looking some young & energetic Marketing Executives for world reputed publication house. Only Master degree holder apply with Complete CV within 5<sup>th</sup> December, 04. Century 21 Realty (Pvt.) Ltd. House# 10A(GF), Road# 50, Gulshan-2, Dhaka-1212.

### GRATITUDE



We express our sincere Gratitude to all our relations, friends & colleagues who stood like a rock all along to share our grief and halve our sorrows during the recent bereavement in our family.

Shamima Ahmed (Khuku)  
Laila Ahmed and  
Akram Ahmed, Bir Uttam.

### TO-LET

Dhanmondi Lake View 2 Luxurious Apartment 2300 sft. each

Please contact: 8115777, 0171 526454

### TO-LET

3200 Sft. Lake side Luxurious Apartment. House No-15, Road No-128, Gulshan-1. Four bed, Five bath, Living, Dining, Lounge etc with Air conditioner and telephone. Site or telephone: 9890064, 9895048

### Exclusive Apartment for Rent

New Apartment Lake facing very quiet Road, 3 bed room, well decorated with modern fitted kitchen and nice color in each room. Need to see for appreciating rent Tk.40,000/- per month including service charge. Foreigner preferred. Contact for appointment 019327685 or 011857027

### CAREER OPPORTUNITY

Following personnel are required for one of the leading construction firm. P.A. to M.D.: Preferably female with good command over English and computer literacy in M.S. Office software.

Requested to send their full CV, Photograph & Contract number within 07-12-2004 to the following mailing address.

The Managing Director  
**SIDDIQUE & COMPANY LTD.**  
**SIDDIQUE VILLA**  
40/2-B. Nayapattan, Dhaka-1000.

### ONEWORLD Tutorial at Gulshan Circle-2

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### MANARAT INTERNATIONAL UNIVERSITY (MIU) (A Center for Academic & Moral Excellence) Govt. Approved

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- CSE
- BA in English
- BSc in Pharmacy
- MBA (Regular & Executive)
- MA in English

#### Why should you choose MIU?

- ▶ MIU provides all modern educational facilities
- ▶ Distinguished faculty with exposure from North American universities & universities of other western countries
- ▶ 100% tuition fee waiver for poor & meritorious students
- ▶ Academic collaboration with foreign universities
- ▶ Provision for credit transfer to and from other universities
- ▶ Open credit system

Date of Admission Test : 18-12-2004 at 10:00am

For details : Information desk of MIU (including Friday)  
Tel : 8817525, 9862251, 9893226 Mobile : 0189-245895  
Fax : 9862226, E-mail : admission@manarat.org  
www.manarat.org

Professor Dr. M. Umar Ali  
Vice Chancellor

### Career Opportunities at CPD

The Centre for Policy Dialogue (CPD), a premier civil society think-tank, is planning to recruit qualified professionals who are interested to pursue a career which demands initiative and creativity.

#### Publication Officer (One regular post)

The successful candidate will have a Masters Degree in Journalism, Social Science including Economics, International Relations, Finance, Statistics, Business Administration or other related disciplines. The candidate must have at least three first division/class at any level of academic career. He/she should be proficient in both Bangla and English and must have applied knowledge in proof reading, linguistic and stylistic editing and general issues pertaining to publication. He/she will format CPD's papers and reports for publication, keep track of the entire publication process and will maintain regular communication with publishers. The prospective candidate must be computer proficient and have adequate knowledge of MS and DPT Packages (Quark Xpress/Adobe Photoshop/Page Maker/Corel Draw/Illustrator). Academic background in journalism and previous experience in publication related work will be appreciated.

A competitive compensation package will be offered to the successful candidates.

#### Dialogue Associate (One regular post)

The successful candidate will have Masters Degree in Social Science including Economics, International Relations, Finance, Statistics, Business Administration, Journalism or other related disciplines and will have exposure to national and global public policies as well as adequate skill in programme management, organisation of seminars, workshops, dialogues and networking. Experience in publication will be preferred. The candidate must have at least three first division/class at any level of academic career. The prospective candidates should have good drafting ability and excellent communication skill both in English and Bangla, and should have adequate computer knowledge.

A competitive compensation package will be offered to the successful candidates.

Short listed candidates will be invited for a written test followed by an interview.

Interested candidates should provide their resume and a photograph by mail, fax or electronic mail by Saturday, December 11, 2004.

Mailing Address: CPD, GPO Box No. 2129, Dhaka-1000, Bangladesh  
Fax: (880 2) 9135269; E-mail: hkabir@cpd-bangladesh.org; Web: www.cpd-bangladesh.org

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