

### Digital Weight Scale ডিজিটাল ওয়েট স্কেল এখন অত্যন্ত আকর্ষণীয় মূল্যে

**TPS Series**  
0.01g-300g  
0.02g-600g  
Dual Display

**TCS Series**  
100mm-600g  
200mm-1200g  
Flat From Scale

**ACS**  
2g-15kg  
5g-30kg  
with price computing & Dual Display Facility

**PS-Series**  
0.02g-120g  
0.05g-150g  
0.05g-250g

**Time Recorder**  
ET-6000 / MT 7600

**A.D. Export & Import**  
Dhaka Office : House No-292, (5th Fl) Road No - 2, Baitul Aman Housing, Shamoly, Dhaka. Tel- 02-8156045, 0189-390133, E-mail : versed@btb.net.bd  
Chittagong Office : 501, South land Center, 5 Agrabad C/A, Chittagong  
Tel : 031-710278, 810634, 0171-821260, 0189-385313

## CAREER WITH FEDERAL

Federal Group of Companies for its Federal Motors Ltd invites applications from the deserving candidates for the following posts for its Head Office at Dhaka,

**Position : Manager, Sales & Marketing (Male-1)**  
**Responsibilities :** He will be responsible for planning, sales and marketing and also promoting the newly introduced products in the country. He should be responsible for achieving the goals set by his superior officer. He will co-ordinate with the dealers/distributors all over Bangladesh & visits them when necessary.  
**Qualification and Experience :** MBA (Major in Marketing) from any reputed University with at least three 1st divisions. 5/6 years experience in the relevant fields with proven achievements in marketing. Must be computer literate and proficient in writing and speaking in Bengali & English. Must be smart, intelligent, hardworking, well-behaved, honest & disciplined. Age limit is 30-35 years.

**Position : Secretary (Female-1)**  
**Responsibilities :** She will be responsible for running the office of Chairman/Chief Executive Director. Arrange and prepare minutes of conference. Receive the visitors of Chairman/Chief Executive Director during office hours. Ensure all routine correspondences with the concerned office. Co-ordinate with all officials & maintain good congenial atmosphere in the office.  
**Qualification and Experience :** Masters in Commerce or Public Administration from a reputed University with minimum two 1st division (preference would be given to 'O' & 'A' level passed candidates). Must have well conversant with Corporate Laws of the Country. Minimum 3 to 5 years experience as secretary of a reputed group of companies/organization. Must be smart, well-behaved, presentable, hardworking and approachable. Must be computer literate and good command in writing and speaking in English and Bengali. Age limit is 30-35 years.

**Position : Front Desk Office (Female-1)**  
**Responsibilities :** She will be responsible for receiving the visitors. She will attend all in-coming and out-going telephone calls. She must know the operation of PABX Exchange/Fax/E-mail/ She will also handle all Incoming and out going mails.  
**Qualification and Experience :** She must be graduate from a reputed University (Preference will be given to 'O' & 'A' level passed candidate.) She must be smart, hard working presentable well-behaved and approachable. She must have pleasant voice with good command in English. She should have minimum three years working experience. She should have working knowledge of computers. Age limit is 25-30 years.

The group will offer handsome package of remuneration and other service benefits to the really deserving candidates. Interested candidates are requested to submit their C.V along with two recent Passport size photographs by 31 January, 2005 of the following address.  
Chief Executive Director  
Federal Motors Limited, 48, Kemal Ataturk Avenue (2nd Floor), Banani, Dhaka- 1213, Bangladesh.  
N.B.: Those who applied before does not require to apply again.

### U.K. Immigration – HSMP

If you, at a minimum, have: (a) Master's level education – UK equivalent; (b) five years graduate level work experience of which two years must be at senior/specialist level; and (c) if your spouse also holds a Master's level degree – you and your whole family might be eligible to qualify for migration to UK under the UK Government's **HIGHLY SKILLED MIGRANT PROGRAMME (HSMP)**. If your spouse is not a graduate, you may still qualify provided you meet some additional criteria. Applicants who earned a minimum of UK Pounds 7,500 (or equivalent in Taka currency) from their profession in Bangladesh during the last twelve months should easily qualify.

Much relaxed conditions for professionals aged below 28 years.

English proficiency test (IELTS or TOEFL) is still not mandatory. No prior job offer in UK is required.

UK Home Office's current target is to process all applications within six months.

**Note: Your application must reach UK Home Office by end March 2005, if you wish to avoid planned increase in application fees by the UK Government. We hope to be able to prepare and submit all applications within current fee structure if you sign up with us by 20 January 2005.**

For consultants' appointment and advice please contact:  
**Business Management Consultants Limited (BMCL)**  
Tel: 831-2864 or 934-8089 Mobile: 017-223-2859  
Fax: 934-6806 E-mail: info@bmc.ltd

**ICE TODAY**  
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### Wanted

A well established and renowned garment buying house looking for qualified candidates for the post of merchandisers for immediate appointment.  
Send CV to: Winners Creations Ltd., House # 77 (3rd Fl), Road # 11A (old # 21), Dhanmondi, Dhaka-1209.  
Tel: 811-8317, 911-0713. C-24

**The Art of Living**  
**Basic Course (MEDITATION)**  
Sat. 12<sup>th</sup> - Thurs. 17<sup>th</sup> February '05  
8:30 - 11:30 am  
Registration on Friday 7, 14, 21, 28 January '05  
10:00 - 12:00 am  
House 50, Road 2A, Dhanmondi, Dhaka  
Phone- 9121655, 8124352, 8124362, 8613044

## MASTERMIND VACANCY

[All candidates must have minimum 2 (two) years experience]

**1. FACULTY POSITIONS :**  
Mathematics, Physics, Biology, Economics, Law, Business Studies, Accounting, Bangla.  
Candidates must be smart, fluent in English and capable of teaching up to A-Level  
Minimum qualification: Masters

**2. ADMINISTRATIVE POSITIONS (Female) PART TIME :**  
Candidates must be fluent in English, Smart and computer literate.  
Qualification: Masters

Walk-in Interview on 5th January '05 (for Physics, Maths, Economics & Bangla) and 6th Jan. (B. Studies, Biology, Law, Accounting and Administrative positions) at 3 PM  
Mastermind School House- 5 Road- 12 (New), Dhanmondi R/A, Dhaka

# Career Opportunity

BRAC Bank Ltd, a full-service commercial bank with local and international institutional shareholding, is primarily driven by creating and pursuing market niches not traditionally met by conventional banks. BRAC Bank has been striving to provide 'best-in-the-class' services to its diverse range of customers spread across the country under an on-line banking platform.

Today, BRAC Bank is one of the fastest growing banks in the country. In order to support the planned growth of its distribution network and business segments, BRAC Bank is currently looking for ambitious, goal oriented, enthusiastic individuals for the following positions :

**1. Senior Manager : General Infrastructure Services (GIS)**  
Manage all aspects with regard to logistic support functions and drive performance of the team to meet the objectives of the Bank.  
**Key Responsibilities :**  
■ Ensure smooth and efficient delivery of administrative services in a fully controlled environment  
■ Develop and align people, initiatives and process in General Infrastructure Services to meet organizational objectives  
■ Contain administrative costs at optimal levels  
**Experience** 5 years experience in handling general administration for a corporate body/armed forces with a minimum of 3 years in a supervisory capacity  
**Education** MBA in Finance or equivalent degree  
**Age** Maximum 35 years

**2. Manager Logistics : General Infrastructure Services (GIS)**  
Manage all aspects with regard to logistic support functions and drive performance of the team to meet the objectives of the Bank.  
**Key Responsibilities :**  
■ Arrange facilities and services for key bank events  
■ Manage vehicle Fleet of the Bank  
■ Negotiate contracts for provision of outsourced services  
**Experience** At least 3-4 Years of experience in a similar environment.  
**Education** BBA/MBA/Masters or equivalent  
**Age** Maximum 35 years

**3. Manager Operations : General Infrastructure Services (GIS)**  
Manage all aspects with regard to operational support functions of GIS and drive performance of the team to meet the objectives of the Bank.  
**Key Responsibilities :**  
■ Handle, log and resolve all GIS-related queries on a 24-hour basis  
■ Follow procedures for continuation of business and crisis management  
■ Act as first point of contact for all requisitions and requests  
■ Forward requisitions, requests and queries to appropriate GIS units for resolution  
**Experience** At least 3-4 Years of experience in a similar environment  
**Education** BBA/MBA/Masters or equivalent  
**Age** Maximum 35 years

**4. Branch Manager**  
The incumbent must have the skill sets to manage a group of people towards delivering superior customer service and meet the sales & operational targets of the branch.  
**Key Responsibilities :**  
■ Retail business growth on both sides of the balance sheet  
■ Set and monitor individual & team objectives  
■ Manage the operations and expenses to ensure profitability  
**Experience** Minimum 3 years of experience in retail/consumer sales & service environment/corporate banking  
**Education** MBA/Masters or equivalent  
**Age** Maximum 35 years

**5. Customer Services Manager (CSM)**  
The incumbent will be responsible for effective branch operations. S/he will be working in the front line with customer, ensure smooth service quality and should be able to provide instant solution to client's requirements.  
**Key Responsibilities :**  
■ Manage operation of the branch in an efficient manner  
■ Ensure zero regulatory criticism and operational control lapses  
■ Strong customer focus in providing customer services  
■ Control cost and ensure growth of business in an effective manner  
**Experience** Minimum 3 years of experience in retail/consumer sales & service environment/corporate banking  
**Education** BBA/MBA/Masters or equivalent  
**Age** Maximum 33 years

**6. Manager Service Quality**  
Set & ensure at various customer touch points across the bank in order to provide customer delight.  
**Key Responsibilities :**  
■ Identify opportunities to improve service levels  
■ Develop service improvement tools/initiatives  
■ Conduct service quality survey and maintain MIS on service quality  
■ Prepare & implement Service Level Agreements (SLAs) to maintain service standards  
**Experience** 2 years experience in the service quality management of a Bank or in other service industries  
**Education** BBA/MBA/Masters or equivalent  
**Age** Maximum 35 years

**7. Manager Hardware : Information Technology (IT)**  
Manage all the Hardware related aspect of the IT Department.  
**Key Responsibilities :**  
■ Provide smooth and efficient delivery of the Hardware support in a fully controlled environment.  
■ Develop people, initiatives, and processes in Hardware to meet set and projected objectives.  
■ Maintain close liaison with internal customers and incorporate feedback in service improvement initiatives  
■ Achieve on-time (within budget) execution of all projects.  
**Education** BS/MS (Computer Science)/MBA/CCNA Preferably  
**Experience** At least 3-4 Years of experience in a similar environment  
**Age** Maximum 35 years

**8. Manager Operations : Information Technology (IT)**  
Manage all IT Operations aspects of the IT Department.  
**Key Responsibilities :**  
■ Coordinate smooth and efficient delivery of the IT Operational Support in a fully controlled environment  
■ Maintain close liaison with internal customers and incorporate feedback in service improvement initiatives  
■ Achieve on-time (within budget) execution of all projects  
■ Ensure satisfactory audit rating for IT Operations  
■ Manage all Operational Support to ATM, Communications, Hardware, Networking, and Software entity of IT.  
**Education** BS/MS (Computer Science)/MBA  
**Experience** At least 3-4 Years of experience in a similar environment  
**Age** Maximum 35 years

**9. Manager Customer Services : Credit Cards**  
Determine the needs & manages expectations of Credit Card customers and delivers services to suit their needs. The incumbent should have good understanding of the card business and enjoys dealing with customers.  
**Key Responsibilities :**  
■ Ensure efficient services to the customers  
■ Anticipate needs of the customers and prompt response  
■ Ensure business growth in an effective manner  
**Education** BBA/MBA/Masters or equivalent  
**Experience** Minimum 2 years of experience in Sales preferably in Cards  
**Age** Maximum 35 years

**10. Manager Collection : Cards**  
Ensure delinquency rate of credit card at an acceptable range through implementing robust collection process. Lead and drive an efficient recovery team to ensure speedy collection of overdues.  
**Key Responsibilities :**  
■ Maintaining data base of the delinquent customers  
■ Making plans, policies for smooth collections & recovery operations  
■ Providing guideline for the team members to comply with the policies and guidelines of the bank  
**Education** BBA/MBA/MA  
**Experience** Minimum 2 years in credit collection preferably in a bank/financial institution  
**Age** Maximum 35 years

**11. Manager Sales : Cards**  
Generates commitment & build team cohesiveness by setting clear sales targets for the sales team and ensure targets are achieved.  
**Key Responsibilities :**  
■ Achieve sales targets

**12. Officer Product Development : Transaction Sales & Service**  
Able to notice market patterns and generate ideas to create new Corporate Liability products. Should have sound understanding of market segments and general banking products.  
**Key Responsibilities :**  
■ Market research & market segmentation for corporate liability products  
■ Design new corporate liability products  
■ Monitor the product life cycle and make necessary amendments in product features  
**Experience** Minimum 2 years of experience in the corporate/liability marketing of a bank  
**Education** BBA/MBA/Masters or equivalent  
**Age** Maximum 32 years

**13. Officer Product Development : Secure Remittance Service (SRS)**  
Able to conceive original, imaginative and valuable ideas to create new remittance products, particularly targeting the Non-Resident Bangladeshis.  
**Key Responsibilities :**  
■ Market research & market segmentation for foreign remittance products  
■ Design new remittance products suitable to both remitter & beneficiary  
■ Monitor the product life cycle and make necessary amendments in product features  
**Experience** Minimum 2 years of experience in handling foreign remittance in a bank  
**Education** BBA/MBA/Masters or equivalent  
**Age** Maximum 32 years

**14. Relationship Officer : Transaction Sales & Service**  
Responsible for building & maintaining corporate customer relationships and manage customer service expectations.  
**Key Responsibilities :**  
■ Acquire new business to increase corporate liability  
■ Develop new market segments to increase client base  
■ Retain existing customers by building strong relationship  
**Experience** Minimum 2 years experience in Corporate Banking / Corporate Liability marketing  
**Education** BBA/MBA/Masters or equivalent  
**Age** Maximum 32 years

**15. Relationship Officer : Secure Remittance Service**  
Build and manage relationship with local & international remittance partners to increase inward remittance.  
**Key Responsibilities :**  
■ Develop new corridors and pursue towards generating new remittance stream  
■ Maintain liaison with remittance companies/exchange houses  
■ Ensure efficient service delivery in terms of Service Level Agreement (SLA)  
**Experience** Maximum 2 years of experience in handling foreign remittance in a bank  
**Education** BBA/MBA/Masters or equivalent  
**Age** Maximum 32 years

If you feel you are the right person for any of the above positions, please send your resume with two copies of recent passport size photographs and attested photocopies of all academic certificates/mark sheets by January 15, 2005. Candidates having any 3rd class/division in their academic career and those who have applied earlier for the position may not apply.

Send your application and the statement in an envelope clearly marked the position on top of the envelope to Head of Human Resources, BRAC bank Ltd, 1 Gulshan Avenue, Gulshan, Dhaka-1212.

**BRAC Bank Ltd**  
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