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Major area

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Faculty of Business: Tel: 9667237-40, Ext: 0/301 to 304 Rajshahi Campus: Tel: 0721-751529, 751003
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Dear Parents

Get all answers of exercises and unseen Questions and other necessary materials that will help your child enormously to do an excellent result which would be prepared by an ex English Medium School teacher with 10 years of experience.

Contact : 01713-035933

21st Death Anniversary of Pioneer Industrialist Late Seraj Uddin Ahmed

Today is the 21st death anniversary of late Seraj Uddin Ahmed, founder chairman of Elite Group of Industries Ltd. He was a former president of Chittagong Chamber of Commerce and Industry, and former chairman of Tea Traders Association of Bangladesh (TTAB). A milad mahfil followed by Ziafat will be held at his house in Gulshan after Zohr prayers. Friends, relatives and well-wishers are requested to attend the milad.

Death Anniversary



O.R.A. RASUL NIZAM

A Lifetime Legend -- Lives forever

(Born 1st May 1935 -- Died 7th January 2006)

The World celebrates your birthday on May Day!
Just to let you know we love you immensely, miss you terribly and wish you Allah's choicest blessings in Heaven.

You will remain in the hearts of all who know you in this world & we all join together in wishing you a Happy Birthday in your Heavenly world.

From
Sultana Nizam, Chinky & Ramzul, Neera & Rafay,
Rafiq & Shayaan, Osayd & Sehr
& All family & friends

Deputy Manager/Assistant Manager, Land Procurement
Job Responsibilities

- Materialize management vision through land procurement planning & effective execution in the area of current business
- Land Procurement related jobs such as: land information collection, land visit, preparation of feasibility report, negotiation & preparation of suitable offer & final approval from company management
- Cost analysis of different projects
- Create & maintain client database in terms of land procurement
- Achieve annual land procurement target
- Maintain good relationship with the prospective land owners and also to give them extensive service
- Collect information about competitor's offer in specific area and to compare with others

Requirements:

- MBA major in Marketing or M. Com. from any foreign or local university.
- Minimum 5-7 years experience in the Land Procurement Department in any reputed Real Estate Company.
- Age should not exceed 35 years
- Must be well-groomed, presentable and possess amiable personality
- Excellent communication skills with strong sense of responsibilities
- Fluency in Microsoft Office applications and E-mailing

Assistant Manager, Quality Control
Job Responsibilities

- Ensure optimum quality of construction works of different projects
- Monitor material quality of construction works
- Monitor safety measures of different construction projects

Requirements:

- B. Sc. in Civil Engineering having hands-on experience on project construction works at any reputed Real Estate company
- Minimum 7 years experience in any reputed company
- Age should not exceed 32 years
- Must have good knowledge of computer

Senior Executive, Legal Affairs
Job Responsibilities

- Prepare monthly progress report and legal status of each projects for the top management
- Assist in vetting titles, ownership, position and Legal status of Land and Land Owners
- Assist in Search legal documents and legal status of land or landed properties with RAJUK, Housing & Settlements, Ministry of Housing & Public Works, Land offices, Settlement offices, Registration offices and other concerned government offices
- Assist in Preparation of deed of agreement for sale, sale deed, power of attorney, mortgage deed, redemption deed, deed of cancellation of contract, revocation of power of attorney
- Assist in conduct registration of all sort of legal documents with registration office and other government offices
- Supervise legal executive to prepare & execute the deed of agreement, power of attorney for joint venture projects
- Preparation and finalization of allotment agreements for apartment sale
- Corresponding with the land owners and customers for any legal matters and provide solution for company and the land owner/customers
- Inter-departmental correspondence. Help the executive government affairs to solve the problems as per departmental head instruction.
- Develop and maintain rapport, close liaison with Lawyers, Law firms, Courts and related government agencies
- Ensure timely completion of Legal formalities and handle all civil cases
- Extend support towards Sales, Land Procurement and Customer Care Team

Requirements:

- LLM from any recognized university
- Minimum 7-10 years experience in related field. Preference will be given to the candidates of real estate field
- Age should not exceed 40 years
- Excellent interpersonal skills with strong sense of responsibilities
- Details minded and able to work independently to meet tight deadlines
- Good command over English and fluency in Microsoft Office applications

Deputy Manager, Sales

Job Responsibilities

Requirements:

Deputy Manager, Revenue Collection

Job Responsibilities:

Requirements:

Executive, Customer Care (Female)

Job Responsibilities

Requirements:

- MBA major in Marketing or M. Com. from any foreign or local university.
- Minimum 5-7 years hands on selling experience in Real Estate Business
- Age should not exceed 35 years
- Must be well-groomed, presentable and possess amiable personality
- Excellent communication skills with strong sense of responsibilities
- Details minded and able to work independently to meet tight deadlines
- Good command over English and fluency in Microsoft Office applications

Requirements:

- LLM from any recognized university
- Minimum 5 years experience in Real Estate Business
- Age should not exceed 35 years
- Excellent interpersonal skills with strong sense of responsibilities
- Details minded and able to work independently to meet tight deadlines
- Good command over English and fluency in Microsoft Office applications

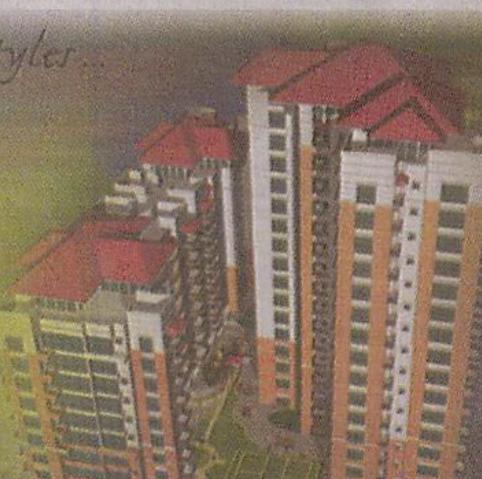
Requirements:

- Minimum Graduate, having MBA in Marketing, Business Management or any relevant field will be an advantage
- Minimum 2-3 years experience in Customer Services in any reputed company
- Age should not exceed 30 years
- Customer Service oriented personality

Excellent team playing attitude and communication skills

Fluency in Microsoft Office Applications and E-mailing

Creating Lifestyles



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