

UTTARA FINANCE AND INVESTMENTS LIMITED

integrated business solutions...

A. Corporate Unit

1. Principal Officer / Officer

The incumbent will be responsible for marketing of the unit. He will be expected to have excellent public relation in the affluent business community. His key responsibility will be to identify prospective corporate client restricting to company's policy. The ideal candidate must be a business graduate from IBA / NSU/ EWU / IUB and currently working in similar capacity for at least two years.

2. Management Trainee Officer (MTO)

The incumbent will be directly working in different sub-groups within the Corporate Unit with a probation period for six months. After successful completion of the probation period, he shall be absorbed as an Officer with specific assignment. The ideal candidate must be a business graduate from IBA / NSU/ EWU / IUB. Candidates in their last semester may also apply.

B. Treasury Unit

1. Treasury Officer

The incumbent will be experienced in fund management; negotiating credit lines with lending agencies; related documentation; match fund flows in interaction with different departments of the company and liability obligations. He will be expected to have excellent public relation with financial institutions both local and foreign. His key responsibility will be to identify prospective sources of fund for the company. He will be working directly under the supervision of the unit in charge. The ideal candidate must be a graduate from a reputed university and currently working in similar capacity in a bank or financial institution for at least two years.

2. Position in Zero Coupon Bond Unit

This is an independent sub group within the Treasury Unit. The incumbent will remain in charge of the sub group as well as perform all necessary work initially without any assistance. The ideal candidate must be a graduate from a reputed university and currently working in similar capacity in a financial institution for at least two years.

3. Deposit Mobilisation Officer

The incumbent will be experienced in deposit mobilization activity for a financial institution. He will be expected to develop innovative deposit products (for individuals; NRB; institutional); launch campaign; secure related soft-ware; prepare brochure etc. The target is to create a steady pool of fund in addition to the company's existing schemes. He will also gradually form a complete team. The ideal candidate must be a graduate from a reputed university and currently working in similar capacity in a financial institution for at least two years.

C. Research and Development (R&D)

R&D Officer

The incumbent will be working to develop innovate products both in asset and liability area of the company. His output will result in cost reduction; increase in management efficiency; identify weak areas of the company and suggest remedial measures; enhance company image; enhance congenial work atmosphere within the company; suggest update measures targeted at improving human resources of the company. His interaction will be within different sub groups of the company; within the industry in macro level; implementation of BASEL II accord etc. He will initially report directly to the DMD. The ideal candidate must be a business graduate from IBA / NSU/ EWU / IUB with three years work experience in a financial institution. Foreign educational background / work experience in financial institution will have preference.

D. Human Resources Division

HRD Officer

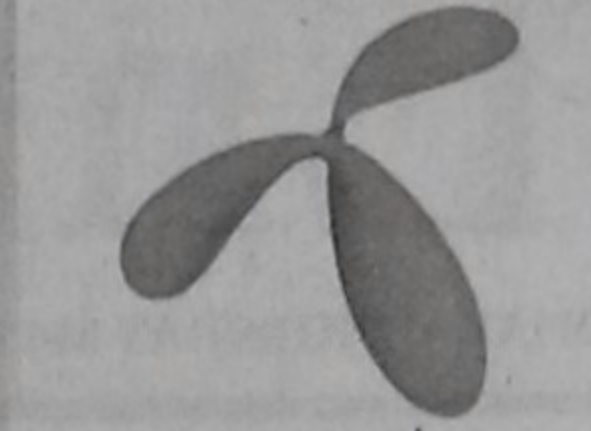
The incumbent will be required to assess human resources demand (quality and quantity) and match with available human resources; work out balance position; suggest action; develop HR development program for different levels. Maintain data base; ensure execution of discipline in the company. His output will result in developing the company's human resources; ensure adequacy and efficient utilization. He will initially report directly to the DMD. The ideal candidate must be a business graduate (preferably major in Human Resource Development) from a reputed university with three years work experience in a reputed corporate house preferably a multi national financial institution.

E. In Chittagong branch

Relationship Manager

We intend to equip our Chittagong branch with a young dynamic executive for the extended Chittagong base activity of the Corporate Unit. The incumbent will be located in the company's Chittagong branch and be responsible to in charge of the branch. Ideal candidate will be in his early thirties with job experience of atleast three years in any reputed bank or financial institution. Educational background shall preferably be in business administration; be fluent in English with adequate experience in credit analysis and capable to respond to Corporate Unit independently as and when asked for. Only short listed candidates will be interviewed. Ideal candidates are expected to be the best performers in the field. All candidates will be required to join at short notice. Interested potential candidates may apply in confidence to The Managing Director, Uttara Finance and Investments Limited., Uttara Center (11th floor), 102, Shahid Tajuddin Ahmed Sarani, Tejgaon Link Road, Dhaka - 1208, by 28 May 2008 with detailed resume; recent photograph; contact details with email address; present salary details; expected salary and name of two references.

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Career Opportunity

1. Marketing Executive/Marketing Officer -02
 a) Qualification for Marketing Executive : BBA (Major in Marketing), Minimum 05 years experience.
 b) Qualification for Marketing Officer : BBA (Major in Marketing), Minimum 03 years experience.
 Pay order (Non refundable) of Tk. 200 to be attached with CV against BMTF Ltd.
 Interested candidates are requested to apply with CV by 31 May 2008.

Bangladesh Machine Tools Factory Ltd.
 Joydebpur, Gazipur-1700
 Interview : 07 June 2008, 10:00 hrs.
 Contact : 9205091-5, 01712117007



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RAJUK Approved: DHACABO/GENERAL/PLOT NO.187/MOHAKHALI/DOHS/84 dated: 08/08/07



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RAJUK Approved: RAJUK/NA AU AU/3C-3330/06/1038 STHA, dated 20/03/07



Purple Stone

at Wari

RAJUK Approved: RAJUK/NA AU AU/3C-351/06/474 STHA, dated 15/08/06



Blue Ribbon

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RAJUK Approved: RAJUK/NA AU AU/R3C-2468/06/1622 STHA, dated 16/10/06

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CORPORATE OFFICE We are open everyday at your service. Just dial:
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