

**Tazreen Awarded by US President**



Tazreen Munir received Presidential Award for Highest Academic Excellence in 2008 from President George W. Bush for her outstanding academic performance in the 5th Grade from Smiley Elementary School, California, USA. Tazreen is the first daughter of US resident Dr. Iqbal Munir and Dr. Salma Khan and niece of former Vice-Chancellor of BAU, Professor M. Mustafizur Rahman.

**Lost**  
Muniruzzaman Chowdhury have lost my SSC certificate and marks sheet. Reg. No. 5598 (Science), session 1984-85, Roll No. 7544, year 1986, Dhaka Board. GD No. 839 with Khilkhet Police Station. C-2203

**FLAT TO LET**  
Gulshan-1 lake front apartment, 4-bed, 4-balcony, 5-bath, independent reading room, well-decorated kitchen and baths with foreign fittings with drawing, dining and car parking. House-16, Road-33, Apart-5B, Gulshan-1. Contact: 01711527220, 7300908, 01716719676 C-2195

**HOUSE TUTOR WANTED**  
FOR A KG-1 STUDENT RESIDING IN BANANI AREA. INTERESTED TUTORS SHOULD IMMEDIATELY CONTACT  
Tel: 9881708, 8813853.

**Termite & Pest Control Service by SCORPION SERVICES**  
Tel: 9114547, 01711-536093

**SALE**  
LEXUS CELSOR MODEL- 94, REG- 98, BLACK COLOR, D.O.H.S BARIDHARA RD # 1, H # 168. Mob: 01819230604.

**Floor Sale**  
More or less 12000sqft of under construction multistoried building located Pragati Sarani will be sold for garments, office and any commercial purpose - (01714016954), 01714016954. C-2200

**Study in Australia / UK**  
ভর্তি ও ভিসা সহ স্পন্দর-এর নিশ্চয়তা  
বিঃ দ্রঃ ভিসার আগে কোন টাকা নেয়া হয় না  
Sega House # 408, Road # 29, New DOHS, Mohakhali, Dhaka  
Global Consultant Ph: 8861213, 8753726, 01713-024024

**INVITATION FOR EXPRESSION OF INTEREST FEASIBILITY STUDY FOR HOTELS**  
(Owner of: Radisson Water Garden Hotel Dhaka)

Sena Hotel Developments Limited (SHDL) is contemplating expansion of their enterprise Radisson Water Garden Hotel Dhaka and Establishment of a 5-star Hotel in Chittagong. With this aim in view, SHDL invites expression of interest from appropriate agencies/management consultancy firms for conducting feasibility studies on these proposed projects.

Interested agencies/firms are requested to forward details viz Registration, Organisational Structures, Detail of their related Personnel and Equipments, Turnover & Taxation Details, Expertise on the subject matter etc to the undersigned.

All interested agencies/firms are requested to express their interest latest by 06 August 2008.

For inviting offers from them, SHDL will evaluate informations provided by the aspirant agencies/firms. Guidelines including Detail Scope of Works/Services will be issued to those considered suitable by SHDL after evaluation.

SHDL's decision in this regard will be final.

Manager Procurement & Engineering  
Sena Hotel Developments Limited  
(Radisson Water Garden Hotel Complex)  
Airport Road, Dhaka Cantonment.

**NOTICE**  
ADVERTISEMENT OF UNDER SECTION 289(1) OF THE SPECIAL RESOLUTION TO WIND UP MEMBERS' VOLUNTARILY  
**NOTICE**  
In the name of:  
"Dong Chang (Dhaka) Ltd."  
At an Extra Ordinary General Meeting of the Dong Chang (Dhaka) Ltd. duly convened and held at the Registered Office on 17th July 2008 it has been resolved that Dong Chang (Dhaka) Ltd. has been put into "members' voluntary winding up and M/S Ahsan Rashid & Co. has been appointed as the Liquidator of the Company.  
(Yong O. Ryoo)  
Managing Director  
Dong Chang (Dhaka) Ltd.  
1098, Latif Market, Road # 9/C, Sector-5, Uttara, Dhaka-1230 C-2202

**২০০০**  
হুমায়ুন আহমেদ-এর আত্মজীবনিক ধারাবাহিক **বলপয়েন্ট**  
মুনতাসীর মামুন-এর কলমে **তাজউদ্দীন যেভাবে তাজউদ্দীন**  
পোলট্রি শিল্পে ধস সরকার হাঁটছে উল্টোপথে  
সিহসির পাশে পলাতক সন্ত্রাসী  
ঝুঁকি নিচ্ছেন না খালেদা  
শামীম এক্সান্দারের ৬শ কোটি টাকার দুর্নীতি  
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ফোন : ৯৩৪৯৪৫৯, ৯৩৫০৯৫১-৩  
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**USAID Position Vacancy Announcement**

The United States Agency for International Development/Bangladesh (USAID) invites applications from Bangladeshi nationals for the position of Administrative Assistant for its Program Office (PRO).

The Administrative Assistant will serve as one of two administrative assistants for PRO, a central operational and coordinating unit of the USAID Mission in Dhaka. S/he will be responsible for providing administrative and logistical support, managing information and records, and coordinating communications to contribute to an efficient and properly functioning Program Office. The position involves relationships and support functions that often relate to the entire USAID Mission - particularly in the correspondence, records management, coordination and communication functions. Support functions involve close coordination with the Mission's project, administrative, and financial offices, as well as in providing logistical coordination with other donors and the Bangladesh government.

Under the direction of the lead Administrative Assistant and the Program Office Director, the Administrative Assistant will assist in maintaining PRO's files, ensuring that all official files are properly filed and follow the relevant disposition schedule. S/he will assist with reviewing incoming correspondence, routing and logging correspondence, drafting, editing, preparing and sending faxes, scanning and finalizing and formatting outgoing correspondence, and making copies as needed. The Administrative Assistant will track records, files and other documentation to ensure efficient management of information within the unit. S/he will assist in the preparation of the minutes of PRO meetings. The Administrative Assistant will assist in organizing meetings, assisting visitors, and coordinating venue arrangements and schedules. The employee will coordinate and assist with the organization of conference and workshops. S/he will organize and ensure that travel by unit members and implementing partners follows official USAID procedures. He or she will prepare domestic and international travel requests, travel vouchers and travel advances.

S/he will be responsible for updating the office staff travel and field trip schedule, and coordinate the submission of training and leave plans. S/he will assist with the completion of Time and Attendance reports and act as alternate Timekeeper in the absence of the lead Administrative Assistant. S/he will track office equipment and supplies, requisition office supplies, and prepare maintenance and repair requests as needed. S/he will serve as PRO's resident software troubleshooter and liaise with the IT Office.

S/he will provide programmatic backup support, including providing partners and clients with information on matters and issues which do not involve subjects of specialized or substantive questions. The Assistant will be requested to provide program assistance, once adequate competency is ascertained. S/he will develop working relationship with partners and appropriate Government of Bangladesh officials to facilitate the flow of documentation and information, and to assist with program coordination.

**Required Qualifications:**  
The applicant should be a Bangladeshi national. The applicant must be able to pass security clearance and health screening for fitness to work. Women and minorities are encouraged to apply. USAID is an equal opportunity employer.

1. Education: Higher Secondary Certificate education is required. Business school or specialized secretarial and office management training is desired but not required. Higher education training (BA) would be an advantage.

2. Language Proficiency: Good communications skills, reading, writing and speaking abilities in Bangla and English required.

3. Prior Work Experience: Two to three years of experience in administrative support or related work is desired, as well as general familiarity with development programming in Bangladesh.

4. Knowledge: Knowledge of Government of Bangladesh (BDG), International Organizations and Foreign Donor Agencies' records and communications management and procedures is sought. General familiarity with development agencies' programs in Dhaka would be helpful.

5. Skills and Abilities: Good skills in oral and written English and Bangla communication are required. Proficiency in word processing and spreadsheet applications, including typing skills in English, is required. The ability to draft standard correspondence of a general nature is needed. The employee must have professional poise, maturity and self-confidence to make pragmatic judgments. S/he is expected to prepare minutes of meetings and other documents and to informally translate from Bangla into English certain documents, reports and letters. Interested applicants must submit a resume along with a recent photograph and a one-page cover letter stating his/her motivation, level of education, relevant experience and other qualifications for this position. No other documentation will be accepted. Please submit to the Human Resources Section, GPO Box 2593, Ramna, Dhaka-1000, no later than August 10, 2008. Applications received beyond the date specified will not be considered. Only short-listed candidates will be notified.

**Asset DEVELOPMENTS**  
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MOTIJHEEL OFFICE : Balladi Mansion, (1st Floor) 16 Dilkusha C/A, Motijheel, Dhaka-1000 Phone: 9556320, 9569448, 9559794, 9559752  
Cell: 01911 398936, 01720 805321, 01552 636779, 01920 795660, 01815 705701, 01921 364447  
NARAYANGONJ OFFICE : 126, B.B. Avenue (1st Floor) Narayanganj Phone: 9750600, 7635200  
Cell: 01199 142381, 01191 315141, 01913 621524

**BIFT** 2000 **BGMEA INSTITUTE OF FASHION & TECHNOLOGY**  
**Principal for BIFT**  
BGMEA Institute of Fashion and Technology (BIFT), an established institute, affiliated with National University, Bangladesh and several foreign universities, specialized in fashion design and related apparel and textile sector invites applications for the post of Principal from deserving candidates. Prospective candidate should have the following qualifications:  
● Master degree in Textile Engineering/ Business Studies/ Business Administration/ Fashion design. Must have sound academic background with at least one first class in Bachelor or Master level. Candidate having Ph. D in Fashion design / Textile/ Business/Economics or relevant area will be given preference.  
● Working experience in apparel and textile industries will be treated as added qualification.  
● At least 07 (Seven) years of teaching experience is must and experience in running academic institute, as 'head' is desirable.  
● Experience and sound knowledge about apparel and textile industry is also desirable.  
● Mast have advanced computer literacy and knowledge on industry related information technology.  
● Strong leadership quality and team building ability to achieve targets.  
● He/she must be visionary, result oriented, well-motivated and dynamic individual with ability to cope up with the fast changing apparel and textile industry.  
● Age should be in between 45 to 55 years.  
● Conditions may be relaxed for candidate found otherwise suitable.  
● Very attractive compensation package of six digit including 2 bonus, full time chauffeur driven car & mobile phone will be offered to the deserving candidate.  
If you feel yourself as a right candidate and willing to take challenge, please send your CV along with one passport size photograph and proof of relevant academic and professional credentials to the following address by July 31, 2008.  
**President, Governing Body, BIFT.**  
105 S.R. Tower, 3rd floor, Uttara Model Town, Sector-7, Dhaka-1230. Tel: 8919986, Fax: 8919987, E-mail: info@bift.info, Web: www.bift.info

An associate college of **LWIC** University of Wales Institute Cardiff  
**Study in London Admissions Seminar**  
The Course Co-ordinator, of the London School of Commerce in Bangladesh will be accepting applications from suitable candidates for the October 2008 Semester. Please bring original and photocopies of all academic certificates, IELTS scores and transcripts on 24th July and 2nd August 2008.  
Venue: British Council, 5 Fuller Road, Dhaka  
Morning Seminar : 11 am - 1pm  
After noon Seminar : 2 pm - 4pm  
Date : 24th July 2008  
Venue: British Council, 77/A East Nasirabad, Chittagong  
Morning Seminar: 12 pm - 2 pm  
Afternoon Seminar: 3 pm - 5 pm  
Date: 2nd August, 2008  
For more information please contact:  
LSC Dhaka Office: House 72, Road 17, Block C, Banani, Dhaka.  
Tel: 8822729, 8819922, 9891180, 01190279910, 01911342801  
Email: lscinfo@lscdhaka.org  
LSC Chittagong Office: IFCO Complex, 1147/A CDA Avenue, GEC Circle. Tel: 031-656129, 01195177022

For more info on event schedules, exhibitors' list and to contact the event secretariat, log on to:  
**www.halalmalaysia.com.my**  
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