

RESUME



GODFREY PURIFICATION,

S/o : Late Ignatius Purification and Mrs. Edna Purification

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Mobile No : +8801720908616 , email : sopan.sjp@gmail.com Skype : sopan.sjp

LinkedIn: <https://www.linkedin.com/in/godfrey-purification-2a6660181/>

Paid / Professional Experience : 22 years Plus

Non Paid / Volunteer Experience : 10 years Plus

Academic Qualification

- Completed Master in Commerce in 1996 (Major in Management) securing 2nd Class
- Completed Bachelor of Commerce in 1993 securing 3rd Class
- Completed Higher Secondary Certificate in 1991 securing 2nd Division
- Completed Higher Secondary Certificate in 1989 securing 2nd Division

Field of expertise:

- Strong Administrative and Secretarial knowledge.
- Experience in procurement and inventory management
- Knowledge of organizing Annual General Meeting (AGM)
- Excellent knowledgeable on Minutes writing
- Excellent Business Proposal with presentation of relevant analytical data
- Excellent filing, documentation (including legal documents)
- Good computer skills in MS word, excel, PowerPoint, internet browsing, outlook, etc.
- Excellent written and verbal communication skills in English and Bangla.

Technical Qualification:

Successfully completed computer courses **MS Word, Excel, PowerPoint**. Can operate outlook, E-mail & internet smoothly. Know the art of type writing with a speed of 45-50 words per minute in English. Can also type in Bangla Avro Key Board.

Expertise

Oracle Database 10g, Developer 2K

Professional Qualification

Completed (Partly) Master of Business Administration in 2000 from Asian University of Bangladesh having GPA 3.028, Major in Marketing

Professional Experience

Tasker/Reviewer/Super Attempter

REMOTASKS (May 2021 – till date)

(Remotasks is a platform that lets us build real AI with the help of real people. Remotasks offers a variety of tasks like 2D and 3D Image Annotation and Categorization, all of which can help companies develop tech like new gadgets and self-driving cars.)

Duties/Responsibilities:

Annotate data labeling in 2D Platform

Annotate data labeling in 3D Platform

Image Segmentation in 2D/3D Platform

Data Categorization Familiar with Lidar Annotation and Lidar Segmentation (LSS)

Lidar Annotation for various dynamic and stationary object for static and dynamic objects

Fix up the Path of the objects

Rectification of existing annotation as per the project guideline

Business Development Manager – Part Time (14 Hours)

Feel Vertex Associate Limited (August 24, 2020 – Continuing) Part Time (14 Hours)

Duties/Responsibilities:

Preparing of Business Proposal for financial assistance for Corporate House

Preparing Feasibility Study for business project for Corporate House

Assisting the client for company related matters

Submitting of Return to the RJSC on behalf of the client

Assisting the client for the formation of the company and taking necessary permission from the RJSC

Vice President **Recovery and Monitoring, Branch Operation, CRM, Legal**, HRD, Company Secretary

First Finance Limited (June 25, 2006 to December 22, 2019) Full Time (40 Hours)

Duties/Responsibilities:

Head Office Activities

Company Secretary & Head of HRD

Conducting of Credit Committee, Executive Committee and Board Meeting

Writing minutes of Credit Committee, MANCOM, Executive Committee and Board

Preparing BOARD MEMO for the Loan/Lease Proposal of the company

Conducting of AGM and EGM of the company

Liaison with the regulatory authority like Bangladesh Bank, DSE, CSE and BSEC

Assisting Chairman in activities related to the Meetings of the Board of Directors.

Assisting Chairman in activities related to AGM's and EGM's

Compiling different reports and circulate to people concerned.

Maintaining highly confidential files as per Chairman's instruction.

Sending the various report to the regulatory authority

Supervising the activities of the Share Preparing PSI and sending the same to the competent Authorities

Arranging and Conducting of training for the employees of the company

Assisting in shortlisting the candidate for interview; and call them for interview

Maintaining personal files of Branch/Department Heads, Managers.

Developing and maintaining an effective filing system ensuring prompt availability of documents when needed.

Fixing meetings with Chairman/Managing Director with Department Head and others as directed.

Ensuring timely and proper dispatch and distribution of correspondence.

Supervising the overall Logistical Support for Branch Offices and Head Office

Visiting the business of the client of the potential clients of the company

CRM Department /Recovery & Monitoring /Legal, Head Office

Preparing of Credit Risk Grading of the client on the basis of the Books of Accounts of the Clients

Preparing Loan Proposal for the Board Memo

Collecting of overdue from the defaulters of the company

Supervising and assigning job for the penal lawyer of the company

Preparing of Management Report

Initiating arrangement to settle the suited files

Monitoring the activities of the court

Branch Activities (Gulshan, Dhaka)-First Finance Limited

Looking after the overall activities of the Branch Scouting of business for the company

Preparing of loan files and sending the same to the Head Office for the approval

Collecting the monthly rental from the client on regular basis

Corresponding with the Customers Supervising of the Branch Employees

Preparing of loan files Liaison with the client

Visiting the clients' project for providing of loan

Hunting of deposit from the clients

Assistant Admin Manager

Lenny Fashions (BD) Limited (September 20, 2004 to May 31, 2006) Full Time (40 Hours)

Duties/Responsibilities:

Arranging vehicles for the quality inspection of the liaison office Looking after a fleet of cars

Supervising the drivers requirements Looking after the compliance of the facility

Coordinating and implementing of the HRD decisions for the factory employees
Arranging firefighting of factory's employees
Distributing monthly salary among the factory employees
Receiving foreign delegates as and when necessary
Looking after the accommodation requirements for the foreign employees
Supervising the security guards for the factory premises

Business Development Officer (October 1, 1999 to July 31, 2004)
Young Consultants Full Time (40 Hours)

Duties/Responsibilities:

Preparing Project Profile for the business houses for
Matching Grants Facility from World Bank
Taking primary data from the market and preparing Product Market Survey Report prior launching new product in
the markets
Preparing Training manual and training on different aspects
Contacting UN/Donner and Scouting business for the company Any other business assignment from time to time
Preparing new product launching guideline for any business houses

Grants Experience: Tie up with different business commercial houses to prepare Business Marketing Plan for them
for local market as well as international market to assist to avail Grants from World Bank.

Accountant (April 1, 1995 to February 28, 1999)
ROYAL RESORTS (BD) LIMITED Full Time (40 Hours)

Duties/Responsibilities:

Re-Conciliating of the Bank with the collection and sales
Preparing Monthly Cash Out Flow and In Flow
Preparing monthly Income and expenditure of the Company
Looking after Administration Department of the Company
Calculating the sales monthly and weekly commission of the employees
Liaison with the overseas office and sending monthly consolidated monthly reports for their records.
Preparing Bank and cash voucher in accordance with the reconciliation statement
Receiving delegates as and when necessary

Was a member from 1987 to 1998 and then president from 1991 of Mohakhali Youth Conference, "**Society of St. Vincent De Paul**", a Socio-religious Lay Catholic organization in 135 countries of the world

Duties/Responsibilities : (Part Time – 10)

- Attending and conducting weekly and monthly meeting and organizing seminars workshops etc.
- Visiting the poor, sick and the distressed people in their house, hospital/clinics and slum areas and giving them humanitarian services, besides prayer. Also visiting natural calamity areas.
- Collecting old clothing's other relief materials and cash monies from area-wise house-to-house collection.
- Drives and distributing the same to the poor and calamity victims.
- Typing out local and foreign correspondences and accounts and accounting statements of the National Council of Bangladesh.
- Writing Accounts, Vouchers and preparing monthly accounts.
- Any other works as assigned from time to time.

Languages

English – Well versed in both written and spoken English

Bengali – Mother tongue

Personal Information:

Date of Birth: November 6, 1971

Nationality: Bangladeshi by birth

Status: Married

Religion : Christianity (RC)

Reference :

Kazi Md. Anamul Hoque

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