



Apu Kumar Deb

Passport: A02480347 **Nationality:** Bangladeshi **Date of birth:** 05/06/1979

Place of birth: Chattogram, Bangladesh **Phone number:** (+880) 1819360433

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Home: Narayan Master Bari, Middle Mahamudabad Barabkunda, Sitakunda, 4312
Chattogram (Bangladesh)

WORK EXPERIENCE

Self-employed / Independent work experience as Care Giver in Bangladesh – Chattogram, Bangladesh

City: Chattogram | Country: Bangladesh

Support worker (older adults in care)

[01/01/2025 – Current]

- Provided personal care for a family member, including assistance with bathing, dressing, and medication management.
- Assisted with mobility and physical therapy exercises.
- Monitored health changes and communicated with healthcare providers.
- Ensured a safe and comfortable living environment.

MIDAS Financing PLC – Dhaka, Bangladesh

City: Dhaka | Country: Bangladesh

Executive Officer

[20/01/2011 – 31/12/2024]

- Oversee accounts, cash management, and business development activities.
- Responsible for loan disbursement, loan recovery, marketing, and deposit mobilization.
- Implement strategies to enhance business growth and customer satisfaction.
- Coordinate with different departments to ensure smooth operational flow.

Sea Com Group – Chattogram, Bangladesh

City: Chattogram | Country: Bangladesh

Accounts Executive

[01/12/2005 – 31/12/2010]

- Managed financial records and transactions.
- Prepared financial statements and reports.
- Assisted in budget preparation and financial planning.
- Ensured compliance with accounting standards and regulations.

EDUCATION AND TRAINING

Master of Commerce (Management)

National University, Bangladesh [01/01/2001 – 01/01/2002]

City: Dhaka | Country: Bangladesh | Website: <https://www.nu.ac.bd> | Level in EQF: EQF level 7

Chartered Accountancy Certificate Course (CACC)

Das Chowdhury Dutta & Co., Under The Institute of Chartered Accountants of Bangladesh (ICAB) [

01/06/2002 – 30/11/2005]

City: Chattogram | Country: Bangladesh | Website: <https://daschowdhurydutta.com> | Level in EQF: EQF level 5

National Skills Certificate on CARE GIVING Level-2

SIMEC Institute of Technology (under NSDA) [01/05/2023 – 30/07/2023]

City: Dhaka | Country: Bangladesh | Website: <https://nsda.gov.bd/> | Level in EQF: EQF level 3

National Skills Certificate on CARE GIVING Level-3

SIMEC Institute of Technology (under NSDA) [01/10/2023 – 31/12/2023]

City: Dhaka | Country: Bangladesh | Website: https://nsda.gov.bd | Level in EQF: EQF level 4

LANGUAGE SKILLS

Mother tongue(s): Bengali

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Communication skills

strong interpersonal skills / Effective verbal and written communication in Bengali and English / Empathetic listener with experience in caregiving and client support.

Organizational skills

Team coordination as Executive Officer / Experience in loan disbursement, recovery and daily cash management / Ability to work under pressure

Job-related skills

Experienced in accounting, cash handling, and financial reporting / Experience in caregiving services including elderly care support and Housekeeping / Skilled in loan processing, deposit mobilization, and client counseling / Knowledge of store operations, purchase and sales tracking

Digital skills

Proficient in Microsoft Office, QuickBooks & Core Financial Solution Software / Proficient in Digital Marketing & Data Entry Operation / Able to use email, cloud storage (Google Drive), and online collaboration tools

Other skills

Adaptable, honest, and fast learner / Basic German language knowledge