

Apurba Bhowmik

Over 10+ years of experience Bangladesh in equity market

Personal Information:

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Email : apurba_bhowmik@hotmail.com

Nationality : Bangladeshi

National ID : 327 189 6452

Blood Group : O+ (ve)

Religion : Hindu (Sanatan)

Gender : Male

Date of Birth : 5th December 1988

Key Qualification:

Lead Generation
Business Development
HNI & Inst. Sales
Portfolio Management

Educational Qualification:

Master of Business Administration (MBA)
Institution: American International University–Bangladesh
Major: Finance | Year: Appeared

Bachelor of Business Administration (BBA)
Institution: American International University–Bangladesh
Major: Account & Finance | CGPA: 2.57 out of 4
Passing Year: 2011

Higher Secondary Certificate (HSC)
Institution: Ideal Collage
Group: Commerce | CGPA: 4.10 out of 5
Passing Year: 2006 | Board: Dhaka

Secondary School Certificate (SSC)
Institution: Bakalia GOVT. (Lab.) High School
Group: Commerce | CGPA: 3.13 out of 5
Passing Year: 2004 | Board: Chittagong

Technical Skills:

- Operating System: Windows (Seven, Eight, Ten).
- Application Software: Microsoft Office (Word, Excel, Power point).
- Graphics Software: Adobe (Photoshop, Illustrator, premiere).
- Accounting Software: SAGE ACCPAC (ERP), Tally ERP 9.
- BI Software: Microsoft Power BI, Tableau.

Training:

- Course Name: Income TAX Management, Institution: Bdjobs Training
- Course Name: Basic of Technical Analysis Course, Institution: Amarstock
- Course Name: Fundamental of Equity Valuation, Institution: BICM

Official Project:

- Prepare the documents to submitted BSEC for “Share Capital Raise Fund of BARC EPL Investments Limited”.
- Prepare the documents to submitted ICB for “Pronodona Package”.

Career Summary:

Joytun Securities International Limited **Gulshan, Dhaka**
Manager, Sales & Trading
01-May-2021 to till now

To develop & expand their client segment, mainly AMC & HNI. Develop margin policy. Working closely with management to develop their overall process on business development.

BRAC EPL Stock Brokerage Limited **Gulshan, Dhaka**
Relationship Manager, Institutional Sales
03-Mar-2019 to 31-Jan-2021

Develop plans to acquire new clients, through corporate sales techniques, cold calls and business to business reference. Participate in negotiation and becoming a key player in administering agreements with clients. Ensure clients have positive experience by communicating effectively pre & post deal process. Constantly attending corporate meetings and presentations to disseminate our services. Portfolio management of both corporate and retail clients.

UCB Capital Management Limited **Motijheel, Dhaka**
Officer, Institutional Sales
01-Jan-2018 to 28-Feb-2019

Mainly focus on Buying and selling stocks for individual clients, HNI as per their needs. Beside that maintain a relationship with AMC fund manager for their fund trading purpose. Prepare daily purchase power for banks own portfolio & send email to management. Preserving all document of Buy & Sell order for bank own portfolio, dealer portfolio.

UNIACP Securities Limited **Motijheel, Dhaka**
Assist. Manager, Institutional Sales
15-May-2017 to 16-Nov-2017

Communicated with stock-brokers via telephone, email and completed buy and sell orders. Prepare Risk Management report after trading day end. Prepare Loan exposure report after trading day end ensure the loan ratio as per rule. All reporting sends to management for decision purpose.

Capital Logistics Limited **Banani, Dhaka**
Deputy Manager, Account & Finance
02-Oct-2016 to 14-May-2017

Maintain & distribution shipments inventory and database reconciliation. Collect and verification invoice B/L from shipping line, AWB from Airlines and prepare payment. Manage revenue tracker, monthly reconciliation AP/ AR, TDS, VDS, ICD cost, C&F cost, Petty cash. Prepare financial statement & cash flow for reporting to CEO for decision making purpose.

BRAC EPL Investments Limited **Gulshan, Dhaka**
Senior Executive, Account & Finance
Executive, Account & Finance
05-Jan-2012 to 22-Sep-2016

Manage BDT 350 Core of treasury fund for run daily activities. Also preparing monthly BB treasury challan, interest expenses of loan account (OD, RTL and STL). Prepare month close entry & maintenance of all accounting ledgers including monthly review of journal entries. Responsible for maintaining revenue tracker, accounts payable and receivable for every month. Prepare & Update CIB Undertaking of Board of Directors, Update Schedule X, From XII as per board requirement. Help to prepare notice, minutes, agendas, extracts of all board/general/AGM meetings.