

## Company Profile

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### **Address:**

EDB Trade Centre (5th Floor), 93 Kazi Nazrul Islam Avenue, Dhaka-1215.

Tel: +88 02 41010090, E-mail: [info@pencilbox.edu.bd](mailto:info@pencilbox.edu.bd)

Web: [www.pencilbox.edu.bd](http://www.pencilbox.edu.bd)

### **Contact:**

Khondoker Ali Asgor Pavel

Tel: +88 02 41010090, Mobile: +880 1714 121719, +880 1711 873008

E-mail: [pavel@pencilbox.edu.bd](mailto:pavel@pencilbox.edu.bd)

## Company Profile

Established in 2019, **PencilBox Training Institute** is an IT service provider that offers IT Training, IT Consultancy, Audio/Video Content Service, Web Service, and ITES services. We aim to provide IT services of the highest standards to businesses across all industries, ranging from skilled IT HR development services, content creation to all IT establishment consultancy services. Our experienced team members ensures that you will receive first-class service from proficient, friendly, and flexible people.

**PencilBox Training Institute** is also a Registered Training Organization (RTO) under Bangladesh Technical Education Board (**BTEB**) and Skills Training Provider (STP) under National Skills Development Authority (**NSDA**). It is located at 93 Kazi Nazrul Islam Avenue, Karwan Bazar, the prime center of Dhaka City. It has been helping people to develop their IT skills over the last few years. We provide training in the IT sector. Our mission is to provide international standard training in Bangladesh's IT sector and thereby help society build a skilled workforce. We know every skill is learnable, and we make it easy for our students. Our main objective is to help our students in a platform where excellence and skill are the key points. We help with all our experiences & learning strategies, which help to develop today's young talents to become Job ready. We encourage them to build themselves as self-reliant. Providing international quality training, we encourage them to build themselves as successful freelancers. We also do consultancy and outsourcing services where this skilled manpower gets direct opportunities to work and build their IT Career.

In 2022-2023, we trained more than 1200 trainees under the Skills for Employment Investment Program (SEIP) Project. We have trained trainees in Graphics & UI Design, PHP with Laravel Framework, Server Administration including Windows Server Management & Mobile Application Development – Android, IT Sales. The majority portion of these trainees is now working in various reputed organizations.

Also, we trained 1639 Primary teachers and Upazila Education Officers under the Project on Digitalization of Education system of public primary schools in underprivileged remote areas. And created video content for digital device operation.

Beside these, we have also developed highly adaptive learning management system for well-established and renowned Bangladeshi companies.

Eventually, culture is important to us, and it forms our foundation. So, students who want to make a wise choice, get to the future with our institution, and have a hands-on learning experience today!

## Our Vision

**PencilBox Training** seeks to become one of the leading institutes in Bangladesh by providing IT training courses for all segments of industries. We also look forward to being the best choice for institutions concerned that seek the best opportunities for development by comparing our institute with the global institutes as well as presenting our programs in innovative ways in various fields.

## Our Mission on IT service Business

Our mission is to empower organizations and individuals through cutting-edge IT consultancy and services, with a specific focus on Learning Management System (LMS) development. We aim to equip our clients with the essential skills and technological capabilities needed to navigate the dynamic challenges of the digital era. Committed to

fostering innovation and scientific creativity, we strive to create an optimal learning environment that transcends traditional boundaries.

In the rapidly evolving landscape of information technology, we provide high-quality training and educational solutions that cater to the unique needs of both public and private sectors. Our goal is to not only address the current demands but also to anticipate and prepare our clients for the future. Through our comprehensive IT consultancy services and specialized LMS development, we endeavour to facilitate continuous learning, skill acquisition, and adaptability in the ever-changing technological landscape.

By embracing a commitment to excellence, innovation, and client success, we envision becoming a trusted partner in driving organizational growth and individual empowerment. Our mission extends beyond the conventional, as we aspire to be at the forefront of shaping a technologically proficient and forward-thinking society.

### **PencilBox Objectives**

**PencilBox**, in its pursuit of excellence in IT consultancy and service business, particularly in Learning Management System (LMS) development, and design special training materials for each training program depending on the level of participants and their experiences as well as our institute providing professional consultancies to public and private sectors as well through the following goals:

1. Innovating modern methods of disseminating knowledge and providing advanced methods to reach the desired results.
2. Providing with professional trainers with long experiences in all aspects.
3. Providing an appropriate environment to acquire suitable interpersonal and intrapersonal skills to participants.
4. Transferring successful experiences to the participants using Industry expert trainers.
5. We seek to design customized training materials for each program, considering the participants' varying levels of expertise and experiences.
6. We aim to extend our expertise to public and private sectors, offering professional consultancies that leverage our in-depth knowledge in IT and LMS development.
7. We aim to create IT resources in a skilled development environment.

### **Training Strategies:**

1. Using self-development and encouragement methods.
2. Studying and planning before any training.
3. Enhancing individual and collective skills.

### **What We Do**

**PencilBox** Training Institute, we have produced around 3000+ graduates in the last four years. They are now working in IT Industry and doing very well in their respective fields. Developed highly adaptive Learning Management System (LMS). Created video content for digital device operation, developed mobile app and provide IT Consultancy service to various private and public organization.

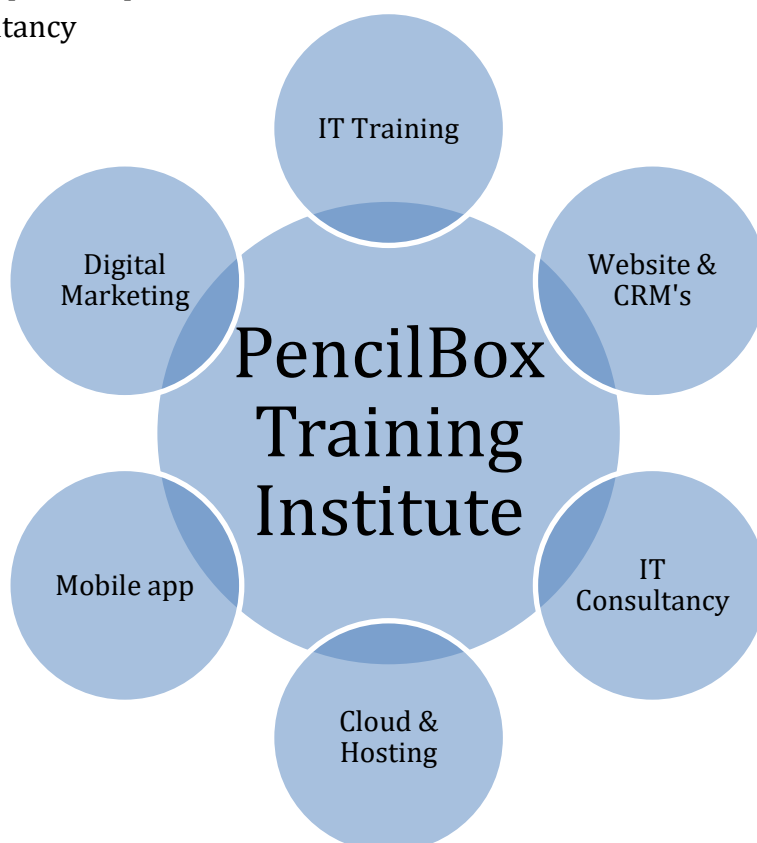
## Company's General Information

| Company Details |                                                                                    |                                                                                                                                                                                           |
|-----------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A               | Name of the Institute                                                              | PencilBox Training Institute                                                                                                                                                              |
| B               | Mailing Address                                                                    | EDB Trade Centre (5th Floor), 93 Kazi Nazrul Islam Avenue, Dhaka-1215.                                                                                                                    |
| C               | Telephone                                                                          | +88 02 41010090                                                                                                                                                                           |
| D               | E-mail Address                                                                     | <a href="mailto:info@pencilbox.edu.bd">info@pencilbox.edu.bd</a>                                                                                                                          |
| E               | Name and designation of the person authorized to make the commitment to the client | Khondoker Ali Asgor Pavel<br>Chief Executive Officer<br>Cell: +880 1711873008<br>Telephone: +88 02 41010090<br>E-mail: <a href="mailto:pavel@pencilbox.edu.bd">pavel@pencilbox.edu.bd</a> |
|                 | Year of establishment                                                              | 2019                                                                                                                                                                                      |
| F               | Value Added Tax Registration Number                                                | 004832848-0203                                                                                                                                                                            |
| G               | Income Tax Identification Number (TIN)                                             | 539608203270                                                                                                                                                                              |
| H               | Accreditation                                                                      | BTEB (2019)<br>NSDA (2023)                                                                                                                                                                |

### Our Services

The main areas of technology we cover include:

- IT Training
- Website Design & Development
- Cloud & Hosting
- Digital Marketing
- Mobile app development
- IT Consultancy



## Some of our major clients in Bangladesh

- Telephone Shilpo Songtha
- Amar Bari Amar Khamar Project
- SEIP Project, Ministry of Finance
- Green Delta Insurance Co Ltd
- Amader Academy
- Nerd Castle
- Tax Zone 9
- YoungOne
- Epsilon Group

## International Market Presence

- United States of America (USA)
- Germany
- Poland
- Sri Lanka
- United Arab Emirates
- Denmark
- Australia
- Canada
- Malaysia
- China
- Singapore