



DIPAK CHANDRA ROY

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Career Objective:

I will do Data Entry, Virtual Assistant Office Management, Microsoft Excel/Word/PowerPoint, Graphic Design Job

Career Summary:

I am a professional virtual assistant and graphic designer.

I have finished a bachelor's degree (honors) in political science from a national university. Over the past two years, I have successfully carved out a niche in the freelance industry, specializing in Market Place Data Entry, Lead Generation, and Virtual Assistant roles. My versatile skill set also extends to graphic design.

Special Qualification:

I have a bachelor's degree in political science. Over the past two years, I have successfully navigated the freelance industry, specializing in key areas that demand precision and strategic thinking.

Employment History:

Total Year of Experience: 3.3 yrs.

1. Computer Operator (3.6 yrs.)

(1 Jan 2021 - Continuing)

Freelancing Place

Area of Expertise:

Freelancing (2.8 yrs.)

Duties/Responsibilities:

Data Entry in Excel/Word/spreadsheet, Project Management, Office Management, Lead Generation, Virtual Assistant, Graphic Design (Photoshop/ Illustrator)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas. Year	Duration
Bachelor of Arts (BA)	Humanities	National University	Second Class, Marks:2.89%	2021	4
HSC	Humanities	Debiganj Govt. College	CGPA: 3.92 out of 5	2017	-
SSC	Humanities	Teprikanj Adarsha B.L. High School	CGPA: 4.61 out of 5	2015	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Microsoft Excel Beginners	Advanced Microsoft Office Application (Pivot Table, Charts, Advanced Filters, Header & Footer, Styles, Editing, Formulas of Excel etc.)	Bdjobs eLearning	Bangladesh	Online (Zoom meeting)	2024	2 days
Computer Training (Professional)	Computer Hardware and Software Typing (Bangla and English), Advanced Microsoft Office Application, & Graphic Design (Photoshop and Illustrator)	BCE	Bangladesh	Debiganj	2022	6 Months

Professional Qualification:

Certification	Institute	Location	From	To
Computer Training	BCE	Debiganj	January 1, 2022	June 30, 2022

Career and Application Information:

Looking For	: Top Level Job
Available For	: Full Time
Present Salary	: Tk. 15000
Preferred Job Category	: Research/Consultancy, Data Entry/Operator/BPO, Design/Creative, Data Entry/Computer Operator, Graphic Designer, Other Special Skilled Jobs
Preferred District	: Barguna, Cox's Bazar, Dhaka, Faridpur, Gazipur, Gopalganj, Khulna, Kishoreganj, Madaripur, Mymensingh, Narayanganj, Narsingdi, Rajshahi, Rangpur, Sylhet
Preferred Country	: Australia, China, France, Germany, India, Italy, Japan, Russia, Turkey, United States
Preferred Organization Types	: Insurance, BPO/ Data Entry Firms, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, NGO, Development Agencies, Trading or Export/Import, Multinational Companies, Direct Selling/Marketing Service Companies, Professional Photographers, School, Business-to-Business (B2B) Software and Services Startup

Skill:

Fields of Skill

- Computer Operator
- MS Word/ Excel/ PowerPoint/ OneNote
- Office Assistant
- Data Entry Operator (English)
- Data Entry Operator (Both English & Bengali)
- Data Conversion
- Image to Text Conversion
- Accounting Data Entry
- Graphic Designer

Accomplishment:

Projects

1. Data Entry, Lead Generation, Graphic Design

I am a Professional Virtual Assistant and Graphic Designer

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details:

Father's Name	: Amulla Chandra Roy
Mother's Name	: Dipali Rani
Date of Birth	: 23 Dec 1998
Gender	: Male
Height (Meter)	: 1.74
Weight (Kg)	: 59
Marital Status	: Single
Nationality	: Bangladeshi
Religion	: Hinduism
Permanent Address	: Baneshwar Para, Tepriganj, Dabiganj, Panchagarh
Current Location	: Dhaka
Blood Group	: O+

Reference (s):

Name	: Ramanath Roy
Organization	: Hazinagor Govt. Primary School
Designation	: Teacher
Phone (Res.)	: No
Primary Mobile No	: 01738172766
Primary Email	: ramanath172766@gmail.com
Relation	: Family Friend