

**Mailing Address:****C/O:** Sree Bonomali**Post Office:** Deuty**Upazila:** Pirgachha**Dist:** Rangpur.**Cell No:** 017791-88207**E-Mail:** niloysarker800@gmail.com**My Name:****Chayon Chandra Sarker****CAREER OBJECTIVE**

I envision myself in a highly efficient administrative position in a dynamic organization where I can utilize my learning, interpersonal skill, analytical ability, and adaptability for further development.

EXPERIENCE**Job Experience****Institution:** Prottasha Software and IT Solution.**Post:** Office Assistant.**Joining Date:** 01/03/2022**Ending Date:** 01/05/2024**Enger.** Partho Kumar Roy [Founder and CEO].**Phone No:** 01740-083294.**Address:** Provat Plaza, Carmichael College Gate,
Lalbag, Rangpur.**Remote Job Experience****Web Design:** 20 Projects complete.**Graphic Design:** 100 Projects complete.**Computer Office Program Trainer** in 3 years [MS. Word, MS. Excel, MS. Power Point].**ACADEMIC QUALIFICATIONS****Diploma Engineering****Institution :** Kurigram Polytechnic institute**Subject :** Computer**Year :** 2022**Session :** 2017-2018**Result :** CGPA-3.13 (Out of 4.00)**Secondary School Certificate (S.S.C)****Institution :** Deuty high school and college**Board :** Dinajpur**Group :** Science**Year :** 2017**Result :** GPA- 4.50 (Out of 5.00)

Junior School Certificate (J.S.C)

| | | |
|--------------------|---|-------------------------------|
| Institution | : | Deuty high school and college |
| Board | : | Dinajpur |
| Year | : | 2014 |
| Result | : | GPA- 5.00 (Out of 5.00) |

COMPUTER SKILL

- ✖ Web Design, WordPress and Graphic Design
- ✖ Computer Office Program: MS. Word, MS. Excel, MS. Power Point.
- ✖ Internet, Browsing.

PERSONAL DETAILS

- ✖ Certificate Name : Chayon Chandra Sarker
- ✖ Father's Name : Sree Bonomali
- ✖ Mother's Name : Anita Rani
- ✖ Permanent Address : Vill: Deuty, Post Code: 5450, Upazila: Pirgachha, Dist: Rangpur.
- ✖ Current address : Purbo Ulon, Hatirjil, Dhaka
- ✖ Date of Birth : 12 August 2001
- ✖ Nationality : Bangladeshi (By birth)
- ✖ NID No : 4661750382
- ✖ Religion : Hinduism
- ✖ Sex : Male
- ✖ Blood Group : B+
- ✖ Marital Status : Unmarried
- ✖ Height : 5'6"

LANGUAGE PROFICIENCY

- 📖 Bengali
- 📖 English

SKILLS & ABILITIES

- 🔗 Critical Thinking, Decision making, Problem solving skills.
- 🔗 Planning & organizing abilities.
- 🔗 Creative, insite full & innovative, Emotional intelligence.
- 🔗 Honest, Sincere and punctual in work.
- 🔗 Time Management in work.

INTERESTS

- 🔗 Reading, Writing, Magazine and Book.

DECLARATION

I, the undersigned do hereby state that on the base of my knowledge and belief, the above-mentioned data correctly described my qualification and me.

Chayon

(Chayon Chandra Sarker)

Date: