

Curriculum Vitae



Prodip Kumar

C/O : Ranzit Chandro
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E-Mail : www.prodipthoroy1358@gmail.com
Github : <https://github.com/Dipthoroy/Workco.git>
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Fiverr : <https://www.fiverr.com/s/VY67kem>

Career Objective

I am looking a hard and challenging job where I will have the scope to utilize my knowledge and skills for the development of the institution. I believe I will perform any task honestly as my goal.

Academic Qualification

Started from most recent degree:

✓ **Name of Degree: Higher Secondary Certificate (H.S.C)**

Name of Institution : Nilphamari Model College
Board : Dinajpur
Discipline : Humanities
Result : **GPA 3.67** in the scale of **5.00**
Passing Year : 2017

✓ **Name of Degree: Secondary School Certificate (S.S.C)**

Name of Institution : Ramgonj BL High School
Board : Dinajpur
Discipline : Science
Result : **GPA 3.61** in the scale of **5.00**
Passing Year : 2015

Computer Knowledge

- Operational System : Windows XP, Windows 10
- Database Languages : MS Office.

Language Skills

- Bengali : Mother Tongue.
- English : Reading, Writing and Speaking fluently.

Strength

- Patient, honesty and positivism.
- Creative thinking, dedication and hard working.
- Self motivated and strong concern for career.
- Good leadership skill.

Training

- Training Course on “**Computer Office Application**” Technical Training Center, Nilphamari. Duration: 6 Months.
- **Computer Fundamentals and Office Applications Training**
Organized by Bangladesh Computer Council and Center for Digital Transformation (CDT), Begum Rokeya University, Rangpur
Funded by Enhancing Digital Government & Economy (EDGE) Project
Year of Completion - 2025
- Gained proficiency in basic computer operations and Microsoft Office applications.
- Hands-on experience with tools like Word, Excel, PowerPoint, and others.
- Learned essential skills for digital government services and economic applications.

Technical Skills

- **Office Applications:** Microsoft Word, Excel, PowerPoint
- **Computer Fundamentals:** Hardware and software basics, troubleshooting
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic computer troubleshooting
- Understanding of digital government services
- Strong attention to detail and organizational skills
- Excellent communication and teamwork abilities

Projects

- **Academic Marksheet**
- I make an academic mark-sheet using MS Office 2016.
- **Salary Sheet**
- I make an academic mark-sheet using MS Office Excel 2016.
- **Hostel Maintenance Sheet**
- I make a Hostel Maintenance Sheet using MS Office Excel 2016
- **Biography Presentation**
- I make a biography presentation using MS Office PowerPoint 2016

Certifications

- **Computer Fundamentals and Office Applications Training**

Employment History

- Fresh

Personal Information

- Name : Prodip Kumar
- Father's Name : Ranzit Chandro
- Mother's Name : Santi Bala
- Permanent Address : Vill – Dakkhin Paitkapara, Post-Kherkatir Hat,
Upazila- Jaldhaka, Dist- Nilphamari.
- Present Address : Vill – Dakkhin Paitkapara, Post-Kherkatir Hat,
Upazila- Jaldhaka, Dist- Nilphamari.
- Date of Birth : 05 August 1998
- Sex : Male
- Nationality : Bangladeshi (By birth)
- Blood Group : A^(ve+)
- Height : 5 feet 8 inch.
- Marital Status : Single
- Religio: Hinduism
- National ID No : 5554445220

Reference

Reference: 01

Name - Md Yousuf Ali
Organization - Nilphamari Govt College
Designation - Lecturer Of ICT

Reference: 02

Name - Md. Jahangir Alam
Organization - Nilphamari Govt College
Designation - Associate Professor Of Chemistry

Declaration

I hereby, declare that the above information in the resume is true and correct to the best of my knowledge and behalf.

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(Prodip Kumar)

Date: