

RESUME

AMIT KUMAR BISWAS

BEJETALA, RAGUNATH NAGAR-7420

JHIKARGACHA, JASHORE

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PROFESSIONAL SUMMARY

Detail-oriented Assistant Depot Incharge with expertise in managing operations, data accuracy, and inventory control. Skilled in team coordination, reporting, and maintaining confidentiality to ensure efficient depot performance.

EXPERIENCE

Euro Pharma Ltd

Assistant Depot Incharge

November 2024 - August 2021

185 Bir Uttam Datta Road, Hatirpool, Dhaka-1205

- **Data Management:** Accurately entered and managed large volumes of data into company systems, ensuring consistency and accuracy.
- **Documentation:** Maintained detailed records and organized documents for easy retrieval and reference.
- **Data Verification:** Verified data for errors, inconsistencies, and discrepancies, correcting issues to ensure reliability.
- **Reporting:** Generated periodic reports from the database, summarizing key metrics and insights for management.
- **Confidentiality:** Handled sensitive and confidential information with the highest level of discretion.

SKILLS

- Microsoft Excel
- Microsoft Word
- Adobe Photoshop
- Adobe Illustrator
- Data Management & Analysis
- Reporting & Documentation

EDUCATION

JULY 2014 - JULY 2018

Model Polytechnic Institute, Jashore- Diploma In Electrical Engineering

- **Result:** GPA-3.53 (Out of 4)
- **Passing Year:** 2018

JANUARY 2008 - MAY 2014

Rajapur High School, Jashore- S.S.C

- **Result:** GPA-4.19 (Out of 5)
- **Passing Year:** 2014

PERSONAL INFORMATION

- **Father's Name:** Nittya Ranjan Biswas
- **Mother's Name:** Namita Rani Biswas
- **Date of Birth:** 22th February , 1999
- **Gender:** Male
- **Status:** Single
- **Nationality:** Bangladeshi
- **NID No.:** 8705274085
- **Religion:** Hinduism
- **Heights:** 5'.7"
- **Weight:** 61 kg
- **Blood Group:** B+
- **Permanent Address:** Village: Bejatala, Post: Ragunath Nagor (7420), Upazila: Jhikargacha, District: Jashore.

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. I undertake to inform you of any changes promptly.



AMIT KUMAR BISWAS

22 DECEMBER 2024