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OBJECTIVE

Office Manager with 5 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth.

JOYANT SHEIKHAR GUPTA JOY

EXPERIENCE

Feb 2023–Mar 2024

Office Manager • South Tech

Jan 2022–Jan 2023

Administrative Assistant • Nascenia

Dec 2020–Dec 2021

Office Intern • Bdtask Ltd

Developed and implemented office policies and procedures to improve office efficiency and reduce costs.

EDUCATION

Atish Dipankar University of Science and Technology

- Bachelor of Science in Computer Science and Engineering, 2020

COMMUNICATION

As an office manager, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.

LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

REFERENCES

Available upon request.