

RAJDIP DAS

House No: 208 (B3), Road: 06 Block-D, Bashundhara R/A

Dhaka- 1212, Bangladesh

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Career Objective:

To work in an environment where there is an opportunity of self-assessment and self-improvement in both individual and group based work that will ultimately lead to self-improvement in facultative development

ACADEMIC QUALIFICATION:

Exam Title	Concentration/Major	Institute	Result	Pass Year
BBA	International Business And Accounting & Finance	North South University	CGPA:3.00 out of 4.00	2014
H.S.C	Business Studies	Modon Mohan Collage	CGPA:3.9 out of 5.00	2007
S.S.C	Business Studies	Govt. Pilot High School, Sylhet	CGPA:3.75 out of 5.00	2005

SKILLS AND ATTRIBUTES:

Strong analytical, interpersonal and problem-solving skills gained through various activities in college & university life

Highly dedicated, goal oriented, and capable of working under pressure

Excellent time management skill

Confident working in groups, both for academic projects and nonacademic activities

Strong writing and verbal communication skill developed by preparing and delivering number of reports and presentations at university

Has the ability to communicate with people effectively

Proficient in using Microsoft Office applications

RESEARCH & FIELD WORK:

- Worked to prepare a research paper in title of “Job Satisfaction level at banking sector in Bangladesh” under Asm Shakil Haider (senior lecturer of North South University).

WORK EXPERIENCE:

Company : Skylink Call Center .
Company Location : 11 Sector Uttara
Model Town 1230
Position : Marketing Executive
Time Period : August 22, 2009 to October 30, 2009
Job Responsibility : Telemarketing as a agent for minimum call rates which is provide
a American company only for International call.
Telemarketing only for immigrant people who are living in Canada
and USA
Provide customers with product and service information
Enter new customer information into system

Company : Southeast Bank Company
Location: Bashundhara Dhaka 1212 Position
: Internship
Time Period : October 08, 2014 to December 08, 2014
Job Responsibility : Auditing daily transaction
Remittance and Money exchange
New Account Opening

Company : North South University
Company Location : Bashundahra Dhaka
1212 Position : Information Officer
Time Period : November 12, 2012 to Till Now
Job Responsibility : To handle enquires of NSU
Providing Information
Identifies Students need and inform the authorities
Develop and implement a customer service platform to serve the
organization in every aspect.
Design, establish, and maintain a network infrastructure for local
and wide area connectivity and remote access.
Consult with administration, department chairs and
representatives to exchange information, present new approaches
and to discuss changes.

CO-CURRICULAM ACTIVITIES

Participated as a Delegate of Myanmar in WHO committee at Asia Pacific Model United Nations Conference 2015 in Perth, Australia
Coordinator of Ethics Club Bangladesh
Participated in the "ADD maker'14" competition by Otobi as a group 'Drop the Knowledge' and we have successfully qualified for the last six teams
Perform the responsibility of usher at National Career Fair organized by North South University (NCF-2009, 2010, 2011).
Participate as a volunteer at "Knowledge Globalization Conference" arranged by North South University. Partner: University of Suffolk Boston, USA
Worked in North South University Social Services Club as a Volunteer.

INTEREST AND HOBBIES

Sports and Photography.
Collecting stamps, postcard and pens.
Traveling to different places.

PERSONAL DETAILS:

Father : Rathindra Kumar Das
Mother : Kalpana Das
Date of Birth : 25 October 1988
Nationality : Bangladeshi
Gender : Male
Blood Group : O+
Religion : Hindu

REFERENCE(S):

Reference: 01

Prof. Dr. Gour Gobinda Goswami

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Reference: 02

Prof. Dr. Emdadul Haque

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