

Curriculum Vitae

of

Ajoy Chandra Das

Mobile: 01941-628734

Address: House: 20, Road: 1/B, Nikunja-2, Dhaka-1229

E-mail: ajpipol59@gmail.com



Career Objective:

To develop my career through working in a well-reputed, dynamic organization with honesty and dignity where I can use my interpersonal skill, creativity and all my learning experiences. Reserving leadership skills for planning, developing and monitoring team to achieve the objective set by the organization and to learn the capability of analyzing and solving the problem of the Organization.

Experiences:

Genex Infosys Ltd

Executive - Back Office

Nikunja-2, Khilkhet

March 17-Present

- Execute various kinds of tasks (CPA, MNP/SAC, Termination, Telemarketing and others) via company portal system (CRM, IM, CPA, MCP, Joget, Oracle, etc).
- Directly and indirectly, communicate with the customers via Email.
- Verified data integrity and accuracy with data analysis.

Educational Qualification:

Masters of Business Administration (MBA)

2016

Govt Titumir College, Dhaka University

Focus in **Accounting**

CGPA 3.11/4

Bachelor of Business Administration (BBA)

2015

Govt Titumir College, Dhaka University

Focus in **Accounting**

CGPA 3.35/4

Higher Secondary Certificate (HSC)

2011

Gazaria Kalimulla Degree College

Focus in **Commerce**

GPA 4.80/5

Secondary School Certificate (SSC)

2009

Baushia M. A. Azhar High School

Focus in **Science**

GPA 4.94/5

Strengths Skills & Abilities:

- Good communication & presentation ability.
- Can work under pressure.
- Can work independently and as a member of any team.
- Having good skills in planning, organizing & monitoring.

Computer Literacy:

MS Office (Word, Excel, Access, PowerPoint). MS Outlook. Adobe Photoshop. Adobe Illustrator, Internet Browsing, Emailing etc.

Language Proficiency:

- English : Speaking, Reading and Writing-Excellent.
 - Bengali : Mother tongue
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Personal Details:

- Present Address : House: 20, Road: 1/B, Nikunja-2, Dhaka-1229
- Permanent Address : Vill- Madhya Baushia, P.O- Baushia
P.S- Gazaria, Dist.- Munshiganj
- Full Name : Ajoy Chandra das
- Surname : Ajoy
- Father's Name : Arun Chandra Das
- Mother's Name : Mira Rani Das
- Date of Birth : 10/02/1993
- Nationality : Bangladeshi (by birth)
- Sex : Male
- Marital Status : Single
- Height & Weight : 5 ft 4 inch & 68Kg
- Religion : Hindu
- Blood Group : A^(+ve)

I am the undersigned hereby declare that I will be responsible for any wrong information provided here.

References:

Md. Ashadul Islam Assistant Manager • Operations Genex Infosys Limited Mobile Number: 01847-177024

Md. Asif Iqbal Sarker Operations Specialist Genex Infosys Limited Mobile Number: 01847-263943
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Signature

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Date: 12/02/2020