

AJOY KUMAR DAS

H#22, Dogair Bazar, Demra, Dhaka-1362

Cell: +8801677883902.

Email: ajoykumar48@gmail.com

**Career Objectives**

A hard-working, results-driven and self-motivated with proven communication, leadership and numeracy skills. Seeking opportunities to share my achieved knowledge as well as like to achieve more knowledge through working experience and teamwork. Try to obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company.

Academic Credentials:**Master of Business Administration (MBA)**

- Institution: University of Information Technology and Sciences.
- Major: Finance
- CGPA: 3.86 in the scale of 4.00.
- Year of Passing: 2021

Bachelor of Business Administration (BBA)

- Institution: University of Information Technology and Sciences.
- Major: Finance
- CGPA: 3.78 in the scale of 4.00.
- Year of Passing: 2018

Higher Secondary School Certificate (HSC)

- Institution: Payalgacha Post Graduate College.
- Group: Business Studies.
- GPA: 3.30 in the Scale of 5.00
- Year of Passing: 2014.

Secondary School Certificate (SSC).

- Institution: Dogair Model High School.
- Group: Business Studies.
- GPA: 4.44 in the Scale of 5.00
- Year of Passing: 2011.

Working Experiences**1. R-pac Bangladesh Ltd.**

Company Location: Impetus Center 242/B, Tejgaon – Gulshan Link Road, Dhaka 1208

Position: Officer – Quality Assurance (01st March 2020 – Till now).

2. Checkpoint Systems Bangladesh Ltd.

Company Location: Plot# 37 & 56, Adamjee Export Processing Zone.

Department: Quality Assurance (10th January 2019 – 29th February 2020).

Key Strength

- Excellent administrative, organizational and time management skills including knowledge of Microsoft Word, Power Point, Excel and Outlook applications.
- Ability to work well under pressure whilst maintaining excellent attention to detail.
- Knowledge about export & Import documentation.
- Knowledge about L/C documentation.
- Honest, Positive and Can-Do-Attitude oriented.
- Pro-active and self-motivated - established marketing strategies and action plans that led to over-achievement of sales.

Language and Communication Skills:

- Bengali (Native).
- English (Communicative & Written skills).

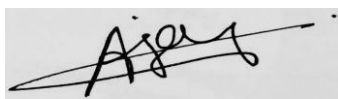
Personal Information

Father's Name : Anil Chandra Das.
Mother's Name : Golapi Rani Das.
Date of Birth : 26th August, 1996.
Gender : Male
Marital Status : Unmarried
Religion : Hinduism
Permanent Address : Vill. – Shopara, P.O – Nayar Bazar, P.S – Daudkandi,
Dist. – Comilla.

References:

Abu Hasnat
Head HR & Administration
Bangladesh Honda Private Ltd.
Contact: +8801755642340
E-mail: hasnat.cufs@gmail.com

Md. Sayed Parvez
Head & Associate Professor,
Department of Business Studies
University of Information Technology and
Sciences
Contact: +8801768274381
Email: parvez_sayed_khan@yahoo.co



(Ajoy Kumar Das)