

# Resume Of Sudeb Chandraw Bormon



**Mailing address:**

House 2/5/a, Road 1, (5<sup>rd</sup> Floor),  
Shyamoli, Mohammadpur, Dhaka 1207.  
Call: +8801711-093895  
Email: [sudebbabu007@gmail.com](mailto:sudebbabu007@gmail.com)

## Career Objective

Being a young professional I have always been using my creativity and dedication to attain success. I have developed key management skills over the last almost 5 years through working with reputed organizations in Bangladesh. I have worked under strict deadlines with multi-tasking and managed significant budgets. I organized several workshops, team meetings and other management tasks. I would like to extend my learning and contribution in the field of development by being a part of an exciting team.

## Key Skills

- Graduation in Bachelors Business Administration major Finance
- Attended Foundation Training on Customer Management organized by GrameenPhone Ltd.
- Has successfully completed the employee development program, complain handling.
- Has successfully and satisfactorily completed a short course of computer for Microsoft office word and excel.
- Active participation in Quantum Method Course for Mind Development and Self-Improvement.
- Completed a certificate course on TV News Presentation conducted by Bangladesh Institute of Journalism and Electronic Media (BIJEM)

## Work Experience

<b>International Trading Talent (ITT)</b> (February 2019-december 2020)	<b>Sales Executive (service associate)</b> <u>Major functions:</u> <ul style="list-style-type: none"> <li>• To ensure quality service to the customers.</li> <li>• Handle customer feedback and complaints efficiently</li> <li>• To make payment and receive deposit efficiently within shortest possible time</li> </ul>
<b>Show motion Ltd. ( Star Cineplex)</b> (August 2018-Jan 2019)	<b>Customer Officer (CO)</b> <ul style="list-style-type: none"> <li>• To ensure quality service to the customers.</li> <li>• To make payment receive deposit efficiently within shortest possible time</li> </ul>
<b>GrameenPhone Ltd.</b> (July 2015 - June 2018)	<b>Senior Trainee, Commercial Division (Inbound Contact Centre)</b> <u>Major functions:</u> <ul style="list-style-type: none"> <li>• To serve our valuable customer over the phone.</li> <li>• To serve our high value customers, business solutions and corporate clients.</li> <li>• To solve any kind of service related issues over the phone.</li> <li>• Conduced team meeting in every month with the supervisor.</li> <li>• Ensuring different sessions about service standard and promotional campaigns.</li> </ul>
<b>Brac (Aarong)</b> (April 2013-March 2015)	<b>Sales Associate/Cash</b> <ul style="list-style-type: none"> <li>• To ensure quality service to the customers.</li> <li>• Ensuring different sessions about service standard and promotional campaigns.</li> <li>• To make payment receive deposit efficiently within shortest possible time.</li> </ul>

**Scholastic Information**

Subject	Institution	Board	Year of Passing	GPA/ Division
BBA in Finance	Victoria University of Bangladesh	Dhaka Board	2021	3.09 (out of 4)
HSC (Business Studies)	Police lines High School & college	Rajshahi Board	2009	3.00 (out of 5)
SSC (Business Studies)	Bogra Cant. Board High School	Rajshahi Board	2007	3.75 ( out of 5)

**Computer Literacy**

Microsoft Word, Excel, PowerPoint, Project and Adobe Photoshop, Operating system: Win 2000, 2003 office XP and advanced server.

**Language Proficiency**

High proficiency in listening, speaking, reading and writing both Bangla and English.

**Personal Information**

Parents' Name : shusil chandraw bormon & bulbuli rani rai  
Marital Status : Single  
Permanent Address : Majera .B-block.Shajahanpur.Bogura.  
  
Present Address : House 2/5/a, Road 1, (5<sup>rd</sup> Floor), Shyamoli,Mohammadpur, Dhaka 1229  
  
Contact No. : +8801711-093895  
E-mail : [Sudebbabu007@gmail.com](mailto:Sudebbabu007@gmail.com)  
Date of Birth : 31<sup>th</sup> December 1991  
Blood Group : B+  
Nationality : Bangladeshi  
Religion : Hindu  
National ID No. : 4613818626

**References**

1. **Md. Edrich Molla Jewel**  
Assistant Professor, Department of Business Administration, Victoria University of Bangladesh, Dhaka-1205, Phone: +8801924-030652, Email: [edirichmollajewel@gmail.com](mailto:edirichmollajewel@gmail.com)
2. **MD. Shafinur Alam**  
Relationship Officer, Employee Banking, Retail Sales, Retail Banking Division, BRAC BANK LIMITED, Dhaka-1208, Phone: +8801673-921090, 01717088993

**Declaration**

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

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**Sudeb Chandraw Bormon**