

ANIK DAS

55/65, Swarup Chandra Sen Lane, Sadarghat Road, Kotwali Chittagong

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Professional Objective

To work in a healthy, innovative and challenging environment, extracting the best out of me, which is conducive to learn and grow as professionals as well as personal level thereby directing my future endeavors as an asset to the organization.

Employment History

1. Datasoft Systems Bangladesh Ltd.

February 2018- Continuing

Jr. Operation Officer

Department : Operation (Chittagong Port Authority CTMS Project)

➤ Job Responsibilities:

- ❖ Container(Discharge ,Loading ,Off hire ,Export storent) billing.
- ❖ Operation and maintenance
- ❖ Solve different problem with SPARCS XPS and N4 software
- ❖ Monitoring export containers pre advises, gate entry and yard position planning.

2. Sandhani Life Insurance Company Ltd.

April 2014 – January 31 2018

Assistant officer

Department : IT and computer

Laldighi Branch, Chittagong

➤ Job Responsibilities:

- ❖ Monitor the system for equipment failure or errors in performance..
- ❖ File and data entry.
- ❖ Create the commission bill of field officers through software (oracle).
- ❖ Prepare various administrative applications through M.S word and excel.
- ❖ Assist in accounting (Prepare Payment, Receipt & Journal voucher, Maintain Petty Cash and ledger) related works .

Academic Qualification

Name of Degree	Name Of The Institution	Board / University	Passing Year	Grade/Class
M.B.A	Govt. Haji Mohsin College, Chittagong	National University	2016	3.03
B.B.S	Govt. City College, Chittagong	National University	2014	2 ND
H.S.C	Bakalia Shahid N.M.M.J College, Chittagong	Chittagong	2010	4.40
S.S.C	Municipal Model High School, Chittagong	Chittagong	2008	4.25

Computer Literacy

Major courses on computer completed.

- **Operating Systems:** Windows-98 , XP, Seven and 10.
- **Applications:** MS Word, MS Excel, Power Point and Internet Basics.
- **Programming Language:** Python (Basic).

Language Proficiency

English : Fluency in Speaking, Understanding and Writing.

Bengali : Fluency in Speaking, Understanding and Writing.

Personal Strength

- ▶ Possess good analytical skills and problem solving capabilities.
- ▶ Leadership capability, especially in goal oriented team work.
- ▶ Excellent communication skill.
- ▶ Capable of working with different cultures & background.
- ▶ Motivated, highly energetic & quick learner.

Personal Precise

Father's Name	Late. Shibu Das
Mother's Name	Shikha Das
Mailing Address	55/65, Swraup Chandra sen lane, sadarghat road, P.o. G.P.O-4000, P.s. Kotwali, Dist.: Chittagong
Permanent Address	Vill: Uttar Kanjuri, Saroatoli, P.o. Saroatoli, P.s. Boalkhali, Dist.: Chittagong
Date of Birth	02 August 1993
Gender	Male
Nationality	Bangladeshi
Marital Status	Single
Religion	Hinduism
Home District	Chittagong

Reference

Kalyan Nandi Assistant Software Architect Datasoft Systems Bangladesh Limited Mobile: 01819379938 E-mail: Kalyan2010us@gmail.com	Anupam Datta Foreign Exchange in-charge Uttara Bank Limited Khatungonj Branch, Chittagong Mobile: 01713024874 E-mail: anupam.amianu04@gmail.com
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Declaration

I, the undersigned certify that, according to my knowledge and belief, this statement correctly describes me and my qualifications. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.



Anik Das