

Curriculumvitae Of

SUJIT ROY

Address : 10/1, Doyagonj New Road, Gandria, Dhaka-1000.

Mobile No : +8801712950515

E-mail : sujit.roy321@gmail.com



Career Objective:

It's my dream to establish myself as an efficient and innovative executive in a suitable position. I would like to show my immense aspiration to become a quick learner and to prove myself as a sincere and energetic person through extensive hard work and integrity to your organization.

Special Qualification:

- Quality customer service and communication skill.
- Good with team work and decision making.
- Highly trained writing ability.
- Capable to multitask under pressure.
- Strong proficiency in Microsoft office applications, internet & e-mail.
- Good knowledge about web browsing and social media, software installation and operate.
- Fluent in Bangle and Midlevel in English.
- Bangle typing 25wpm and English 40wpm

Experience:

As a Executive (Sales & Marketing) From 07/07/2019 to Continue.

Anwar Group of Industries. Baitul Hussain Building (14th Floor, 27, Dilkusha C/A) Motijheel, Dhaka -1000.

Duties/Responsibilities:

- *Market Analysis. *Follow market Politics.*Ensure Order & Delivery to the customer
- *Dealer visit Every day, *Achieve daily sales target, *Communicate with depot and bank,
- *Maintain Daily & monthly Sales reports. *Deposit & withdrawal money from Bank.
- *Maintaining customer Relationship & Satisfaction, Marketing.

As a Junior Officer (Sales & Marketing) From 08/01/2017 to 10/06/2019.

PROGATI TRAVELS. 47, DIT Ext. Road, Fakirapool, Dhaka – 1000.

Duties/Responsibilities:

- * Handling incoming calls and other communications. * Managing filing system.
- * Greeting clients and visitors as needed. * Recording information as needed
- * Helping organize and maintain office common areas
- * Organizing travel by booking accommodations and reservations needs as required.
- * Creating, maintaining, and entering information into. Database.

Academic Qualification:

Name of Examination	Group/Subject	Class/Grade	Grade		Board/Universiy	Year of Passing
			GPA	Out of		
M.B.S	Management	Class	2 nd		National University	2013
B.B.S(Hon's)	Management	Class	2 nd		National University	2012
H.S.C	Business Studies	Grade	3.40	5	Barisal	2008
S.S.C	Business Studies	Grade	2.75	5	Barisal	2006

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma In Computer Science	MS Office (Word, Excel, Access, Power Point). Visual Basic, Hardware, Trouble Shooting, Internet, E-mail. Operating system : Windows 7/10	YSDA	Bangladesh	Sador road, Barisal	2014	06 month

Language Proficiency:

Language	Reading	Writing	Speaking
Bangle	High	High	High
English	High	Medium	Medium

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management / Sales, Admin
Preferred District : Dhaka
Preferred Organization Types : NGO, Multinational Companies, Embassies, Metal & Plastic/Polymer Industry

Personal Details :

Father's Name : Satya Gopal Roy
Mother's Name : Sandhya Roy
Date of Birth : 24th Oct , 1990
Sex : Male
Blood Group : A+
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 19900623201000029
Religion : Sanaton (Hindu)
Permanent Address : Vill : Sundardi (1no Word) , P.O : Torkibandar-8231, Upz : Gournadi, Dist : Barishal.
Current Location : Dhaka , Bangladesh .

Reference (s):

Reference: 01

Name : **Deb Kumar Saha**

Designation : Operation Manager

Organization : Brac Bank Limited

Address : Bhuian Market, 414, Thana Road,
Bhanga Bazar, Faridpur -7830

Mobile : +8801769969519

E-Mail : Deb Kumar.saha@bracbank.com

Relation : Relative

Reference: 02

Shah Md. Maksudul Haque

Senior Assistant Secretary (Int'l Affairs)

The federation of bangladesh
Chambers of commerce & industry (FBCCI)

Federation Bhaban (4th Floor), 60 Motijheel
C/A, Dhaka-1000,

+8801711392149

maksud.intl@gmail.com

Relative

I assure that the above mentioned information is true and genuine to the best of my knowledge and belief. I am undersigned hereby declare that I will be responsible for my wrong information provided here.

Signature :

Date : 05/01/2021

Sujit Roy