

Curriculum Vitae

Mr. Rimon Paul

Contact & Address

Vill: Mohara, P. O: Mohara-4208,
P.S: Chandgoan, Dist: Chattogram.
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Career Object

Building up a challenging a rewarding career in an organization that provides structured career advancement within the extent of competitive & dynamic service environment & challenging opportunities with sincerity punctuality, commitment, self-competency & hard work.

Personal Strength-Qualitative Attributes

- Positive and professional attitude.
- Hard working, Dynamic and can work under pressure.
- Self-motivated and dedicated for getting the job done rightly.
- Strong communication and leadership skills.
- Capable of working in team at various levels.

Educational Qualification

Master of Arts (M.A. -Hon's):

University : National University
Institute Name : Govt. City College, Chattogram.
Subject : Bangla
Passing Year : 2016
Result : CGPA- 2.92 (Out of 4.00)

Bachelor of Arts (B.A. -Hon's):

University : National University
Institute Name : Govt. City College, Chattogram.
Subject : Bangla
Passing Year : 2015
Result : CGPA- 2.69 (Out of 4.00)

Higher Secondary Certificate (H.S.C):

Board : Chittagong Board
Institute Name : Safa Motalab College.
Group : Humanities
Passing Year : 2010
Result : GPA- 3.60 (Out of 5.00)

Secondary School Certificate (S.S.C):

Board : Chittagong Board
Institute Name : A. L. Khan High School
Group : Humanities
Passing Year : 2008
Result : GPA- 3.56 (Out of 5.00)

Additional Qualification

- Diploma in Computer Science from DSS (Result: A+).
- Experienced in MS Office-2010, Typing Master, Adobe Photoshop, Adobe Illustrator, Software Installation, Internet Application, Trouble Shooting & E-mail literacy.
- Member of Bangladesh Red Crescent Society (Govt. City College Unit).

Job Experience:

- **Administrative Executive: Chattogram BGMEA Institute of Fashion & Technology (2 years).**

Job Responsibilities:

1. Managing office supplies stock and placing orders.
2. Preparing and updating all related HR Policies including employee's service book.
3. Taking dictation, rendering transcripts and doing general typing work.
4. Carrying from one place to another within and without office premises official files/papers.
5. Develop and index databases of file/documents on software.
6. Develop innovative communication strategies, recruitment strategies and enrolment plans in coordination with senior management to attract and enroll.
7. Use computers for various applications, such as database management or word processing.
8. Organize office materials so they are easy to find, and maintain collections.
9. Provide support to the Management when needed.

- **Marketing Officer: SK Group. (3 years).**

Job Responsibilities:

1. Identifies areas for improvement in product offerings, sales tactics, marketing strategy and promotional activities.
2. Approves all marketing campaigns and plans before they are implemented.
3. Maintains the department's budget and ensures all marketing activities are cost-effective.
4. Works with other company officers to establish budgets and marketing objectives.
5. Monitors marketing and sales performance and adjusts strategies as needed.
6. Adheres to and implements all company policies and procedures.

Personal information

Applicant's Name	: Rimon Paul.
Father's Name	: Anil Paul.
Mother's Name	: Laxmi Paul.
Present Address	: Vill: Mohara, P.O: Mohara-4208, Ward No: 05, P.S: Chandgoan, Dist: Chattogram.
Permanent Address	: Vill: Char Bajlul Karim, P. O: Charbata, P. S: Char Jabbar, Dist: Noakhali.
Date of birth	: 20th March, 1991.
Gender	: Male.
Nationality	: Bangladeshi.
National Id	: 2388841211
Religion	: Hinduism.
Marital Status	: Unmarried.

Communication Skill

- Fluency in Bengali (Speaking, Listening & Writing)
- Fluency in English (Speaking, Listening & Writing)
- Strong Communication skill, Motivation, Team Building & Leadership.

Hobbies & Interests

- Reading various books, traveling & listening music.
- Interest in social works.

Referee Information

1. Name: **Dr. Prasanjit Das.**
Position: Assistant Professor
Company Name: Chittagong University of Engineering and Technology (CUET)
Address: CUET, Roazan, Chattogram
Phone: +8801642997909, Tel: +88031714953
Email: prasanjitd11@yahoo.com
Relation: Relative
2. Name: **Mr. Abhi Talukdar.**
Position: Officer (General)
Company Name: Sonali Bank Ltd.
Address: Chawkbazar, Chattogram
Phone: +8801821781072
Email: abhitahukdar1991@gmail.com
Relation: Others

Declaration of Authenticity

I do hereby declare that applicable, this document Certificates / Papers. All information here is true to my knowledge. Nothing is false or hidden consciously. If required and where can be supported by appropriate authentic.

Rimon paul

Signature

Date: 18/10/2020