

RAJ DHAR



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Address: Patharghata,
Bongshal Road, Kotwali,

OBJECTIVE

Over 3 years of experience in retail sales, customer service, and purchasing. Eight months of experience as a Human Resource Supervisor. Strong knowledge and communications skills have led me to a depth understanding and good knowledge of customer service and office administration.

EXPERIENCE

Post: Receptionist (Front Desk Officer) [June 2022 — Present]

Organization: Chittagong Club Limited

Job Responsibilities:

- greeting and welcoming guests, receiving and delivering all incoming and outgoing mail and packages, answering all calls and directing as needed, scheduling meetings, and coordinating office activities.
- Manage the building log of who is entering and exiting the building

Post: Manager [September 2020 — May 2022]

Company: Prema Jewellers

Job Responsibilities:

- Handling the daily operations and management of the store.
- To oversee the staffing requirements of the store.
- Prevent theft and handles advertising and promotions of the store

Receptionist & Cash Handling [April 2018 - August 2020]

Company: Bangladesh Eye Hospital

Job Responsibilities:

- Receiving visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Answer and direct phone calls in a polite and friendly manner.

EDUCATION

Bachelor of Business Administration (BBA)

Southern University of Bangladesh

Major: Human Resource Management (HRM)

Result: 2.90 CGPA, Passing year: 2020

Higher Secondary Certificate (HSC)

Chittagong Metropolitan Commerce College

Major: Commerce

Result: 2.83 GPA, Passing Year: 2016

Secondary School Certificate (SSC)

J.M. Sen School and College

Major: Commerce

Result: 3.81 GPA, Passing Year: 2014

COMPUTER SKILLS

- Proficient with Microsoft Word, Excel, and PowerPoint.
- Knowledge of Adobe Photoshop, Illustrator

CERTIFICATIONS

- European Open University Professional Certificate for Human Resource Management
- British Council Book Reading Competition Certificate Award 2017
- Create a Project Charter with Google Docs for Coursera Project Network
- Great Learning Certificate for Customer Relationship Management

LANGUAGE PROFICIENCY

English: Proficient (able to speak, write, and read without much difficulty)

Bangla: Fluent (can read, write, and speak without hesitation)

REFERENCES

Bijoy Kumar Tarafder

Senior Lecturer

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and Technology (CIET)

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ABM Rashedul Hasan

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I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is by facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

