# CURRICULUM VITA of Uttam Kumar Datta



#### **Mailing Address:**

Uttam Kumar Datta,

West Side Of Shaeed Alaluddin Shidu Park,

House No# 43, Notun Bazar, Patuakhali

Cell: 01751-124020

Email: uttamdatta777@gmail.com

## Career Objective:

Attainment of optimum value through offering well minted performance and exchanging benefit with the organization. I want to be an outstanding working hand of the organization to help achieve its goal and to build my career.

#### Career Summary:

I have working experience as an Assistant Officer in **Grameen Shakti**, Field Officer in **CODEC**. Assistant Officer in **Sampriti Co-Operative Credit Union Ltd**. and till now Community Mobilizer at **Jago Nari Foundation**.

#### Special Qualifications:

Hard worker, quick learner and ability to assume responsibility. Work well under pressure as part of a team respectful, Responsible, efficient, and flexible. Ability to work in a fast-paced.

# Job Experiences:

1. As a "Community mobilizer" in Jago Nari (November 17, 2019 – till now)

Department: Social Work

**Duties/Responsibilities:** 

Making Awareness to People about Disaster, Child Rights, Gender Sensitive, Disability Rights.

2. As a "Assistant Accounts" in Samprity Co-operative Union Ltd. (7<sup>th</sup> Nov, 2017 to 31 Dec, 2018)

Department: Cooperative association

**Duties/Responsibilities:** 

Data Entry & Maintain Accounts.

3. As a "Field Officer" in CODEC (July 1, 2017 - December 31, 2017)

Department: Micro Credit

#### **Duties/Responsibilities**:

Collection loans, Give loans to Community People, Make Group Etc.

#### 4. As a "Assistant Officer" in Grameen Shakti (July 18, 2010 - July 10, 2016)

Department: Grameen Shakti

#### **Duties/Responsibilities:**

Accounting Data Entry, Maintain store, daily sales report and monthly sales report etc.

## Computer Skills:

- Operating System: Windows XP, Windows 7.
- Applications: MS Word, MS Excel.
- ① Others: Banking System, Internet Browsing, E-mail etc.

#### Language Skills:

- Bengali: Fluent in reading, Writing and speaking.
- English: Good in Reading, Writing and speaking.

## **<u>Bullet</u>** Education Qualification:

#### Masters in Arts (M.A)

Name of the Institute : Patuakhali Govt. College, Patuakhali.

Subject : Philosophy■ Result : 2<sup>nd</sup> Class

Board : National University

Passing Year : 2013

#### Bachelor in Arts (B.A)

Name of the Institute : Patuakhali Govt. College, Patuakhali.

Subject : Philosophy■ Result : 2<sup>nd</sup> Class

Board : National University

Passing Year : 2012

#### Higher Secondary Certificate (H.S.C)

Name of the Institute : Asmot Ali Khan College, Patuakhali.

Result GPA : 2.80Board : BarisalPassing Year : 2008

#### Secondary School Certificate (S.S.C)

Name of the Institute : Shaheed Smriti Biddyaniketon, Patuakhali.

Group : Humanities

Result GPA : 3.50Board : BarisalPassing Year : 2006

#### Personal Information:

Father's Name : Dilip Kumar Datta

Mother's Name : Sabita Rani Datta

Date of Birth : 10<sup>th</sup> Jun 1991

Nationality : Bangladeshi (By Birth)

■ NID Card No : 194 182 7782

Religion : SanatonSex : Male

■ Marital Status : Unmarried ■ Blood Group : A (+ ve)

#### **Permanent Address:**

Vill: Choto Auliapur, Post: Maydan Madrasha, Upazila- Patuakhali, District- Patuakhali.

## **References:**

#### 1. Md. Abbus Uddin

Assistant Officer Ex- Regional Manager

Grameen Shakti Grameen Shakti

Pakimara Branch, Kalapara, Patuakhali. Mohipur Branch, Kalapara, Patuakhali.

2. Achinto Gharami

Cell: 01735-920478 Cell: 01733-126201

## <u>Marginal</u> <u>Declaration:</u>

I do hereby declare that the above information is true and correct to the best of my knowledge. All of the certificates/supporting papers can be submitted as and when needed.

## Truly yours