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* Curriculum Vitae of

Utpal kumar Basak

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Career Objectives

* To develop a career in such a field that ensures me the best of my knowledge, potentials and productivity.
* To work in an environment where there is an opportunity of self-assessment and improvement both in individual and group based jobs that frequently faces various critical challenges and serves the community with individual skills.
* To work with strategic level of an organization where I can use fullest potentials which ultimately will enhance my efficiency and maximize the value of the firm as well.

Personal Details

Name : Utpal kumar Basak

Father’s Name : Gurudas Basak

Mother’s Name : Panchami Rani Basak

Date of Birth : 25th December, 1991

Marital Status : Single

Permanent Address : Vill: Sutulia, Post: Hatgopalpur,

P.S: Jhenaidah Sadar, Dist: Jhenaidha .

Present Address : Vill: Sutulia, Post: Hatgopalpur,

P.S: Jhenaidah Sadar, Dist: Jhenaidha .

Religion : Sonaton (Hindue)

Nationality : Bangladeshi (by birth)

Sex : Male

Blood Group : O (Positive)

Height : 5 Feet 6 Inches

Weight : 70 Kg

Contact Number : +88 01915102118

E-mail : utpalkumarbasak@gmail.com

Academic Background

**Bachelor of Social Science (Honors)**

**Subject** : Political Science

**Year of Examination** : 2015

**Position** :2.98 Out of 4.00

, **Academic Institution** : Department of political science

**Education Board** : Jessore Cantonment College,Jessore. Under national

university.

**Higher Secondary Certificate Examination (HSC)**

**Group** :Humanities

**Year of Examination** :2011

**Position** :3.90 out of 5

**Academic Institution** :Raicharan Tarini Charan College(116553),Jhenaidha .

**Education Board** :Jessore.

**Secondary School Certificate Examination (SSC)**

**Group** : Humanities

**Year of Examination** : 2009

**Position** : 3.13 out of 5

**Academic Institution** : Hat Gopalpur Secondary School, Jhenaidha.

**Education Board** : Jessore.

Computer Skill

* Adobe Illustrator
* Adobe Photoshop
* Microsoft Office (Word, Excel)
* Internet Browsing

Communication Skills

* Considerably well in reading, writing and speaking both in Bengali and English**.**
* Quite confident and friendly while meeting and assisting people at all levels and able to provide them with a quality service.
* Able to handle efficiently, courteously and tactfully clients directly or over the Telephone.

Self-Assessment:

* Willing to learn and build-up career by accepting responsibilities on all aspects.
* Energetic, Sincere, Hardworking and Dutiful.
* Able to set prioritize and routine tasks.

Hobby:

* Traveling, Reading and Sports.

**…..........................**

**Signature & Date:**

Utpal Kumar Basak