

**Resume of NIPU RAJ SEN**

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| **Mailing Address:**  55. Nagarvaban Road.  Manikganj 1800. | **Contact Number:**  Mobile No: 01714-618023  E-mail: [sen.nipu@gmail.com](mailto:sen.nipu@gmail.com) |

**Objective: b**

To be efficient and successful in the area of Business Market with a flair of understanding the global market and to pursue a challenging career in a dynamic organization where it is possible to explore own talent and potential to the fullest and thus make personal growth as well as contribution to the organization’s growth and move towards self actualization.

**Work Experience:**

I was working in a construction firm named Zamzam construction firm since 2016,as a manager/ supervisor,

In that case I had to deals with customers and clients,

I also purchase goods and raw materials for the firm, deals all the accounts transections,

In that case I’ve to deals with accounts receivables and payables.

Now I’m working in Azad Motors since 01-01-2021, one of the Honda Outlet in Manikganj, as a asst: manager, where I’m using ERP software to provide sales & Registration documents to the customer also supports & monitor accounts section & daily transection.

**Personal achievements:**

**Leadership Skill:** An efficient organizer, Business Department club member in the university, currently **manager** for a cricket club, Vice president of association of blood donors Manikgonj.

**Writing Skill:** Highly creative individual with a keen interest towards writing. Successfully published articles and poems in Indian magazine Bondhu (Bengali), Guruchandali (Bengali). Article: Shuvo Noboborsho (Bondhu), Valobasha Diboshe Jubo Samaj (Jubo Dorpon)

**Educational Qualification:**

**Masters of Business Administration (MBA)**

Result (CGPA): 3.00 (Specialization on Finance)

Institute : University of Asia Pacific

Year : 2015

**Bachelor of Business Administration (B.B.A, 4years graduation)** Result (CGPA) : 2.68 (Specialization on Finance) Institute : University of Asia Pacific

Passing Year : 2012

**Higher Secondary Certificate(HSC)** Group : commerce Board : DhakaResult(GPA) : 2.60 Passing year : 2007 Institute  **:** Khan Bahadur Awlad Hossen Khan Degree College. Manikgonj

**Secondary School Certificate(SSC)** Group : commerce Board : DhakaResult (GPA) : 3.25 Passing year : 2005 Institute  : Khan Bahadur Awlad Hossen Khan Degree College. Manikgonj

**Computer Literacy** Have considerable knowledge and skill on MS Office (Microsoft Word, Excel, and Power Point), Adobe Photoshop and Internet.

**Languages**: Fluent both in Bengali and English.

**Personal Details:**

Full Name : Nipu Raj Sen

Fathers Name : Prethyee Raj Sen

Mothers Name : Gita Raj Sen

Present Address : 55, Nogorvhobon Road , Manikgonj.

Permanent Addres : Same.

Date of Birth : 7th May,1990

Blood Group : A(+ve)

Marital Status : Single

Religion : Hindu Nationality : Bangladeshi (By Birth)

**Signature** (NIPU RAJ SEN)