

JAGANNATH

UNIVERSITY



DEPARTMENT OF MANAGEMENT STUDIES

COURSE NAME- BUSINESS COMMUNICATION

COURSE CODE-1201

ASSIGNMENT TOPIC

CURRICULUM VITAE

SUBMITTED TO:

MR. DEWAN BADRUL HASAN

ASSISTANT PROFESSOR

DEPARTMENT OF MANAGEMENT STUDIES

JAGANNATH UNIVERSITY, DHAKA

SUBMITTED BY:

ACHOL SARKER

ID- B2102070

DEPARTMENT OF MANAGEMENT STUDIES

SECTION- A

BATCH-17

1ST YEAR, 2ND SEMESTER

JAGANNATH UNIVERSITY, DHAKA

DATE OF SUBMISSION-

09-10-2023



To
The Officer
Human Resource Management
Unilever Bangladesh Limited
187 11th Floor, Shanta Forum, 188/B
Bir Uttam Mir Shawkat Sarak, Dhaka 1208
Sub: Application for the post of territory officer.

Dear Sir,
With due respect I'm writing to express my interest in the territory officer position at Unilever Bangladesh Limited Company. I send an application letter and curriculum vitae in response to the advertisement on BD Jobs on 2 September 2023 as 'territory officer' of Unilever Bangladesh Limited.
I attach my curriculum vitae. Please consider me as a candidate for this position.

Sincerely yours
ACHOL SARKER
Mobile no- 01935309633

CURRICULUM VITAE

OF

ACHOL SARKER

Mailing Address:

HouseNo993/1, Jurain, Kalamia Bazar

Dhaka. 1204, Bangladesh

[Email:acholsharker5@gmail.com](mailto:acholsharker5@gmail.com)

Mobile phone: +88 01935309633

Career Objective:

To obtain a suitable position in your organization this will give me a scope to implement my academic knowledge with at most sincerity integrity & to cop up me with the real corporate environment.

Educational qualification:

Junior School Certificate (J.S.C)

- Institution : J.A.M.A. High School
- Result : GPA-5.00
- Board : Dhaka
- Passing Year : 2013

Secondary School Certificate (S.S.C)

- Institution : J.A.M.A. High School
- Result : GPA-4.00
- Group : Business Studies
- Board : Dhaka
- Passing Year : 2016

Higher Secondary Certificate (H.S.C)

- Institution : Viqarunnisa Noon School & college
- Result : GPA-4.17
- Group : Business Studies
- Board : Dhaka
- Passing Year : 2018

Bachelor of Business Administration(BBA)

- University: Jagannath University
- Department: Management Studies.
- Passing Year:2023
- Result: CGPA 3.90 out of 4.00

Computer Skill:

- ✚ Application Software : MS Office package, Adobe Photoshop.
- ✚ Internet Operations : Email & Internet browsing.

Language Ability:

Bengali : Comfortable both in speaking and Writing.

English : Comfortable both in speaking and Writing.

Others Skill:

- ✚ *Excellent interpersonal communication skill.*
- ✚ *Innovative, persuasive and goal oriented.*
- ✚ *Strong team player & relationship management skill*
- ✚ *Positive attitude to professional pressure.*

Hobby:

- ✚ *Traveling different places.*
- ✚ *Watching movies.*
- ✚ *Shopping*
- ✚ *Singing*

Personal Information:

Name	:	ACHOL SARKER
Father's name	:	ANIS SARKER
Mother's name	:	AFSANA BEGUM
Permanent Address	:	993/1 , Kalamia Bazar , Jurain ,Dhaka-1204
Date of Birth	:	04 October ,1998
Nationality	:	Bangladeshi (By Birth)
Religion	:	Islam
Height	:	5'-2"
Weight	:	65 Kg
Marital Status	:	Unmarried
Blood Group	:	B+(ve)
Gender	:	Female

Declaration:

I hereby declare that all the information is furnished above are true. Complete and correct the best of my knowledge and belief.

(ACHOL SARKER)

DATE: