

RATUL BASAK

Graduate Student (B.Sc.)

Begum Rokeya University, Rangpur, Park More,

Rangpur Sadar, Rangpur (5404)

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Career Objective:

I aim to obtain a position at your institution, where I can utilize my academic background in Statistics, professional skills in communication, leadership, and public relations, and technical proficiency in tools such as IBM SPSS, R Studio, Python, Adobe Software and Microsoft Office. I aim to contribute to your institution's mission and vision of fostering markets and businesses.

Experiences:

1. Bangladesh Bureau of Statistics (Contractual)

Job Name : Data Surveyor.
Expertise Area : Govt., Survey, Data Management, Public Relation.
Responsibilities : Survey on Constitutional Reform 2024.
Location : Divisional Statistics Office Rangpur.
Duration : 01 Apr 2023 to 31 Dec 2023
Supervisor : Rajib Ghosh (+880 1765 – 446738)

2. ZOCO Convenience Store (Part-time)

Job Name : Graphics Designer and Sponsor.
Expertise Area : FMCG, Graphics Design, Data Management.
Responsibilities : Design social media banners for the company and supervise those outlets.
Location : Dhap Jail Road, (Opposite to Bangladesh Bank) Rangpur, Bangladesh.
Duration : 01 Apr 2023 to 31 Dec 2023
Supervisor : Mohammad Hafeez (+880 1612 – 539922)

3. Merch BD (Part-time)

Job Name : Graphics Designer.
Expertise Area : Graphics Design, Time Management, Leadership.
Responsibilities : Design social media banners for the company.
Location : Work From Home.
Duration : 23 Dec 2023 to 30 Apr 2023
Supervisor : Sazzad Islam (+880 1893 – 846052)

Computer Skills:

Microsoft Office (Word, PowerPoint, Excel), Google Software (Docs, Forms, Sheets, Gmail, Drive, Meet), Python (Basic), R Programming, C Programming, HTML, IBM SPSS, Adobe Illustrator, Adobe Photoshop, Camtasia, CyberLink Powerdirector.

Educational Qualifications:

1. Bachelor of Science (Hons.) – 2022

University : Begum Rokeya University, Rangpur
Department : Statistics
Result : CGPA – 3.17 on scale 4.00
Course Duration: 04 Year

2. Higher Secondary Certificate (H.S.C) – 2018

Institute : Dinajpur Sangeet College, Dinajpur
Group : Science
Result : GPA – 4.00 on scale 5.00
Board : Dinajpur

3. Secondary School Certificate (S.S.C) – 2016

Institute : Dangar Hat High School, Dinajpur
Group : Science
Result : GPA – 4.83 on scale 5.00
Board : Dinajpur

Training:

1. Enhancing Digital Government & Economy (2025)

Conducted By : Career hub powered by BRAC, Rangpur
Duration : 02 Months
Topic : Computer Fundamental & Office Application

2. Certificate on Computer Courses (2024)

Conducted By : Department of Statistics, Begum Rokeya University, Rangpur
Duration : 04 Years
Topic : Simulation, Computer Programming

3. Amio Shunagorik Training of Trainers (2022)

Conducted By : Department of Statistics
Duration : 03 Days
Topic : Global Citizenship & Civic Education

4. Professional Online Video Editing (2021)

Conducted By : Bangladesh Scouts & UY Lab
Duration : 02 Months
Topic : Learning about Video Editing Basics

5. Graphics Design Internship (2021)

Conducted By : Gaznobay Magazine
Duration : 04 Months
Topic : Graphics Designing

Awards:

1. National Service Award (2022)

Bangladesh Scouts

Other Skills:

Graphics Design, Photography, Videography, Communication, Leadership, Presentation Design, Public Speaking, Public Relations, Teamwork, Time Management, Debater.

Other Information:

- English Language Proficiency:
Reading – Excellent, Writing – Excellent, Speaking – Excellent
- Bangla Language Proficiency:
Reading – Native, Writing – Native, Speaking – Native

Personal Details:

Father's Name : Rupesh Chandra Basak
Mother's Name : Duli Basak
Date of Birth : 15 April, 2001
Gender : Male
Marital Status : Single
National ID : 1508493432
Nationality : Bangladeshi
Religion : Hinduism
Blood Group : A (+ve)
Permanent Address : Arazi Fazilpur, Raniganj, Dinajpur Sadar, Dinajpur (5200)

Reference:

Dr. Md. Siddikur Rahman
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Teacher

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Elder Brother

Declaration:

I hereby declare that according to my knowledge and belief, the CV correctly describes me, and my qualifications and all the above information are accurate and authentic.

Signature:



Ratul Basak

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Date: 12 April 2025