

CURRULAM VITAE

OF

RK SAYKOT KHAN

 rksaikatkhan@gmail.com

 01981736667



CAREER OBJECTIVES

A highly committed, result-oriented, sound-minded & dedicated professional with 10 years of proven experience in the banking sector seeking a banking job position in a dynamic organization that needs an expert who can efficiently and effectively handle various banking needs.

Career Summary

- ✓ Good reputation with the management.
- ✓ Good communicative skills with a high convincing ability.
- ✓ Good communication skills to others country people in English language.
- ✓ Very sensor and honest in work.

AREAS OF EXPERTISE:

- | | |
|-------------------------------|-------------------------|
| ❖ Graphics Design. | ❖ Microsoft Office. |
| ❖ Python Programming. | ❖ Microsoft Word. |
| ❖ Java Programming. | ❖ Microsoft Excel. |
| ❖ Web design and Development. | ❖ Microsoft PowerPoint. |

EDUCATIONAL QUALIFICATION

Secondary School Certificate (S.S.C):

Name of the Institute	: Gazipur gov. Technical School and Collage
Name of the Board	: Technical
Group	: Building Maintenance (1 st Shift)
Passing Year	: 2022
Reg . No	: 2701016303
Roll No	: 714173
GPA	: 4.86

Diploma in Engineering:

Name of Institute	: Barisal Polytechnic Institute
Name of Board	: Technical
Technology	: Computer Science and Technology
Session	: 2022-23
Reg No	: 1502269452
Roll No	: 2285362

PERSONAL QUALITIES

- ✓ A quick learner
- ✓ Action oriented and a “can do” person.
- ✓ Ability to listen and appreciate
- ✓ High level of integrity and honesty
- ✓ Good communication and interpersonal skills
- ✓ Ability to conveyance customer

COMPUTER SKILLS

- ✓ Good typing skills of 75 wpm
- ✓ Knowledge with Microsoft Office kit – MS Excel, MS Word, Power Point, and Access
- ✓ Good knowledge with Graphics design – Adobe Photoshop, Adobe Illustrator & web design
- ✓ Computer hardware installation & Operating system installation.
- ✓ Can solve basic computer hardware problems.

KEY SKILLS AND STRENGTHS

- ✓ Good analytical and planning skills
- ✓ Good accuracy and attention to details
- ✓ Excellent problem analysis
- ✓ Excellent judgment according to the situation.

INTERESTS

- ✓ Travelling
- ✓ Reading book
- ✓ Playing Cricket
- ✓ Writing Poem

LANGUAGE

- ✓ Fluent in spoken and writing Bengal and English.

ABILITIES

- ✓ Capable of working bilingual environment.
- ✓ Know how to meet deadlines and handle responsibilities.
- ✓ Positive thinking, self-motivated and flexible.
- ✓ Good communication skill.

PERSONAL DETAILS

Name : RK Saykot
Father's Name : Md. Mamun
Mother's Name : Mst. Shoke Akter
Date of Birth : 06-05-2006
Nationality : Bangladeshi
Marital Status : Single
Religion : Islam
Gender : Male
Present Address : C&B Road, Barisal Sadar-8200,
Barisal Sadar, Barisal.
Permanent Address : Rangabali, Patuakhali,
Patuakhali, Borishal.
Blood Group : O+
Height : 5.5 Inch

DECLARATION

I, the undersigned, confirm that to the best of my knowledge, this CV correctly describes myself, my qualifications, and my experience.

-----Application Signature-----
(RK Saykot Khan)