

## Kabita Sarker

Address: Vill: Singjura, Post-Office: Bhatgram, Tangail 1940

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### Career Objective:

I have a dynamic and challenging attitude about my assigned responsibility. I am very much confident having my ability, responsibility, labor & skill. I want to build up my career with nice organizational environment.

### Employment History:

#### Graphic Designer (01 Nov 2024 - Continuing)

**Institute Name: QBO Hacks (Remote Job- Part time)**

Location : 6 DIT Avenue, Sabbir Court Dainik Bangla Mor, Motijheel, Dhaka: 1000 , Dhaka, Bangladesh

#### Duties/Responsibilities:

- Designing engaging **social media posts, banners, posters, and letterheads** for branding and marketing.
- Creating **logos** that reflect brand identity and vision.
- Editing and enhancing **videos** for ads, promotions, and content creation.
- Ensuring all designs align with the latest trends and client requirements.
- Collaborating with teams to maintain consistency in branding across different platforms.
- Delivering high-quality visual content within deadlines.

### Experience History:

#### 1. Executive ( June 05, 2021 – March 30, 2024)

**Business Automation Ltd.**

Company Location : BDBL Bhaban, 12, Karwanbazar, Dhaka-1215

Department: Production

#### Duties/Responsibilities:

##### **Queue Management system:**

- Queue pro server ready for clients ( Different types of Banks, Hospitals, Government office).
- Database ready for different types of client.
- Making data in Excel for our various kind of clients.
- Installed, configured, and troubleshooted software and hardware components remotely.

##### **Graphic Design:**

- Social media banner, logo, flyer design for client. ( Different types of Banks, Hospitals, Government office).
- Occasionally create branding elements including logos, collateral and basic brand guides.

#### 2. Computer Operator(01 April, 2024 – 30 Aug, 2024)

**Kafiluddin Ahmad Public School and College**

Location : Gazipur Sadar, Gazipur

#### Duties/Responsibilities:

- Data entry in Excel.
- Using Microsoft word, Excel and Power Point for operate any kind of making data in school.
- Occasionally create branding elements including logos, banner, poster etc.

## Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.S.C in Engineering	CSE	Asian University Of Bangladesh	Continuing	Continuing	4
Diploma in Engineering	Computer	Tangail Polytechnic Institute, Tangail	CGPA:3.61 Out of 4.00	2020	4
SSC	Science	Bhatgram K.R.S Institution	GPA:5.00 Out of 5.00	2016	5

## Training Summary:

Training Title	Institute	Country	Location	Year	Duration
Graphic Design	Institute of Computer Technology (ICT)	Bangladesh	Tangail	2020	3 Months
Computer Office Application	Milkway Soft Ltd.	Bangladesh	Tangail	2020	3 Months
Animation	21 Academy	Bangladesh	Dhaka	2025	3 Months
Motion Graphics	Triple Click Academy	Bangladesh	Dhaka	2025	4 Months

### Fields of Specialization

- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effect
- Adobe Premiere Pro
- Adobe Animate
- Microsoft word and Excel
- Microsoft PowerPoint
- Database design
- Networking
- Data Entry Operator (English/ Bengali)

## Career and Application Information:

Looking For : Entry/Mid-Level Job  
Available For : Full Time  
Preferred Job Category : Engineer/Graphic Design, IT/Telecommunication  
Executive/Support Executive, Data Entry/Operator.  
Preferred District : Anywhere in Bangladesh.

**Language Skill:**

Language	Speaking	Reading	Writing
Bengali	Excellent	Excellent	Excellent
English	Good	Fluent	Excellent

**Personal Details :**

Father's Name : Shital Sarker  
Mother's Name : Fulmala Sarker  
Date of Birth : 25 Oct 2000  
Gender : Female  
Marital Status : Unmarried  
Nationality : Bangladeshi  
NID : 5561154740  
Religion : Hindu  
Permanent Address : Vill: Singjury , Post-Office: Bhatgram ,P.S: Mirzapur, Dist:  
TangailCurrent Location : Chakraborty, Gazipur



Signature: