

Munna Dey

munnacaju@gmail.com || +880 1516 0387 58

<https://www.linkedin.com/in/munna-dey-bab110169/>

Chowdhuryhat, Fateyabad, Hathazari, Chittagong, Bangladesh



OBJECTIVE

To get a chance to prove myself in a competitive environment along with the completion of company's goals and objectives I would like to utilize my skills with proper dedication, motivation and responsibilities.

EXPERTISE

- Microsoft Word
Typing Speed: 40-45 wpm
Error Ratio: Low
- Microsoft Excel
Analysis and Formula Usage: Better
Task Automation: Good
- Microsoft PowerPoint
Design Skill: Good
Presentation Skill: Good

EDUCATION

- Masters of Social Science, CGPA: 3.46/ 4.00
University of Chittagong
2018
- Bachelor of Social Science, CGPA: 3.33/ 4.00
University of Chittagong
2017

HOBBIES & INTERESTS



Reading
Books



Creative
Writing



Video
Making



Traveling

SKILLS

- Microsoft Office, Content Writing
- Management, Organizing
- Creativity, Communication

COURSES and CERTIFICATION

- Computer Application Training
Outline: Typing, Microsoft Office, Internet Surfing
Organizer: Jubo Unnayan Training Academy
- Training on Operation of Studio Equipment
Outline: Basic Video Editing, News Presentation
Organizer: University Grants Commission

OTHER EXPERIENCES

- Participated and volunteered on Networking Conference organized by Dept of CAJ, CU.
- Member of managing body of a renowned local club.
- Volunteering experiences on ICC T20 world cup 2014.
- Organized departmental study tours.
- Experience as a home tutor more than 10 years.

Munna

(Munna Dey)