

Sujan Chandro Roy

Hongsoraj, Shoetgari, Domar, Nilphamari.

Mobile: 01717-009331

sujanroysajeeb@gmail.com

LinkedIn Profile: <https://www.linkedin.com/in/sujan-chandro-roy>



Objective

Looking for hard and challenging job where I will have to utilize my potentiality and to do something innovative and I will be able to enhance my knowledge. A dedicated and motivated professional with expertise in computer fundamentals and office applications. Eager to apply my skills and knowledge to contribute effectively in a dynamic work environment.

Education

B.S.C in chemistry under Nilphamari Govt College in 2024 with CGPA 2.72.

H.S.C in Science background in 2017 with GPA 3.83 (out of 5.00) Domar Govt College.

S.S.C in Science background in 2014 with GPA 5.00 (Out of 5.00) Shalmara B.N high school.

Training

Computer Fundamentals and Office Applications Training

Organized by Bangladesh Computer Council and Center for Digital Transformation (CDT), Begum Rokeya University, Rangpur.

Funded by Word, Excel, Power point

.Computer Fundamentals: Hardware and Software basics, troubleshooting.

.Proficient in Microsoft office suite (Word, Excel, Power point, Outlook).

.Basic computer troubleshooting.

.Understanding of digital government services.

.Excellent communication and teamwork abilities.

Certifications

.Diploma in Software Application (Postal Academy Rajshahi)

.Computer Fundamentals and Office Applications (EDGE and BCL) under Begum Rokeya University, Rangpur

Languages

Bengali : Mother Language.

English: Reading, Writing and Fluently.

Volunteer Experience

Union Co-ordinator, Social Care Group (Harinchara)