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Uzzal Biswas

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# Professional summary

Highly organized and meticulous Administrative Assistant with experience.

Adept at preparing and maintaining files, greeting visitors and restocking supplies.

Good communicator and planner with strong judgment and critical thinking abilities.

# Responsibility

* Time management
* Time Letter preparation
* Correspondence handling
* Filing and data archiving
* Document filing
* Multi-line phone proficiency

# Work History

* Cse Student

2017-01-01 to current

* Part time job

01-jan-2017 to 30-may-2018

# Programing Language

* Skill at C , C++ , Java ,Android ect.

# Project

* Hotel Room Booking System(java)
* Bluetooth control car(EEE)
* https://www.youtube.com/watch?v=a1fNAvFevZk&t=177s

# Education

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| --- | --- | --- | --- |
| Degree | Board / University | Name of the institute | Year |
| CSE | Primeasia University | Primeasia University | 2017-01-01 to current |
| Science | HSC | Dariapur Degree Collage | 2014-2015 |
| science | SSC | Samadhinagar High School | 2012-2013 |

# Computer Proficiency

Operating System : Windows 10, Linux.

Application Software : Ms Office(Ms Word-2016), Spread Sheet(Ms Excel-2016), PowerPoint Database ,Internet Web browsers(Facebook ,You tube ,Gmail ,google+ ,etc. )

# Nature of work

* Maintain manual
* Computerized

# Language Skill

* Bangla
* English

# References

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| Personal | Others |
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