

BOBITA RANI ROY

 Lokki-Chap B.S.C Para, Nilphamari Sadar, Nilphamari Sadar, Nilphamari 5300

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Career Objective

To build a successful career in a reputed organization where I can utilize my academic knowledge, develop professional skills, and contribute effectively to the growth of the organization.

Career Summary

A motivated, hardworking, and responsible graduate with experience in customer service, office administration, data collection, and field operations. Possesses strong communication, teamwork, and problem-solving skills, along with proficiency in Microsoft Office applications. Able to work effectively under pressure, adapt to new environments, and maintain a high level of professionalism.

Special Qualification

Proficient in MS Office (Word, Excel, PowerPoint) Skilled in report writing and field data collection Excellent teamwork and leadership qualities Good at public communication and community mobilization

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Social Science (Pass)	Economics	National University	3.06 out of 4	2019	3 Years	
HSC	Humanities	Radha Rani Women College	3.42 out of 5	2016	2	
SSC	Humanities	Taraganj High School	3.94 out of 5	2014	10	

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Office Application	MS Word, MS Excel, MS PowerPoint, Internet Browsing, Email, Basic ICT Applications	Department of Social Service	Bangladesh	Kishoreganj, Nilphamari	2020	6 Months

Career and Application Information

Preferred Job Category : NGO/Development, Research/Consultancy, HR/Org. Development
Looking For : Entry Level Job
Present Salary : Tk. 10000
Expected Salary : Tk. 30000

Preferred District : Anywhere in Bangladesh

Preferred Organization Types : Insurance, Training Institutes, Event Management, Govt./ Semi Govt./ Autonomous body, NGO, Consulting Firms, Research Organization, Third Party Auditor (Quality, Health, Environment, Compliance, Micro-Credit

Skill

Fields of Skill	Description
• MS Office • Teamwork • Leadership • Project Management • Problem solving and decision making • Report Writing	Able to work effectively with communities through field visits, data collection, and awareness programs. Skilled in communication, report writing, and teamwork to support project goals and organizational development."

Extra Curricular Activities

.Participated in social awareness campaigns and community development programs • Volunteered in health and education projects for rural communities • Organized cleanliness and tree plantation drives • Active member of youth and social welfare organizations

Language Proficiency

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details

Father's Name : Binoy Kumar

Mother's Name : Ronjita Rani

Date of Birth : 06 May, 1999

Gender : Female

Marital Status : Married

Nationality : Bangladeshi

National Id No. : 7804458953

Religion : Hinduism

Blood Group : AB+

Height (Meter) : 1.68

Weight (Kg) : 63