

Curriculum Vita of Apu Chandra Talukdar

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Career Objective:

In line with my interest and performance in my job experience. I have decided to build up my career in the professional field. So, I would like to show my immense aspiration to become a quick learner and to prove myself as a sincere and energetic person through extensive hard working and integrity.

Educational Background at a Glance:

Exam Title	Group	Institute Name	Result	Year	Board
S.S.C	General Electrical Works	Kathaltali Secondary School, Patuakhali.	GPA 4.65 Out of 5.00	2012	Bangladesh Technical Education Board, Dhaka.
Diploma- in Engineering	Refrigeration and Air-Conditioning Technology	Patuakhali Polytechnic Institute, Patuakhali.	CGPA 3.07 Out of 4.00	2016	Bangladesh Technical Education Board, Dhaka.
B.Sc- in Engineering	B.Sc. in Mechanical Engineering	Sonargaon University (SU)	CGPA 3.24 Out of 4.00	2021	Sonargaon University (SU)

Working Experience:

Current job Status :

Employer : Hindu Religious Welfare Trust.
Position : Office Assistant Cum-Computer Operator
Section : Strengthening the Religious and Social-Economic Capacity of the Purohit and Sebahit Project (2nd Phase)
Duration : From 5th September, 2021 to be continue.
Working Area : 93, Sadar Road, West Barguna, Barguna.

Duties & Responsibility:

- Especially account keeping, stock keeping and management, maintaining all types of registers related to account, preparation of official letters, preparation of all types of reports and other computer related activities.
- I have accomplished training programs according to the instructions from the Junior Consultant and made all necessary arrangements prior to district level training.
- I performed all administrative functions, procured goods, monitored and visited training programs persons.
- I established good relationship with related stakeholders.

Training Summary:

Institute	Training Title	Year	Duration
Technical Training Center (TTC), Patuakhali.	Computer Operation	2013	06 Month
Technical Training Center (TTC), Patuakhali	Refrigeration and Air-Conditioning	2015	06 Month
Techno HVAC System Ltd, Dhaka.	Industrial Training	2016	03 Month
District Ansar & VDP Office, Patuakhali.	VDP Training-Armed	2017	21days

Institute	Training Title	Year	Duration
BEIOA-Light Engineering Training Institute, Wari, Dhaka.	Electrical Installation & Maintenance	2019	4 Month
Strengthening the Religious and Social-Economic Capacity of the Purohit and Sebahit Project. Hindu Religious welfare Trust, Ministry Religious Affairs	Project Concept and Office Management	2024	05 days

Communication Skills:

- Excellent verbal and written skill in both Bengali and English.
- Flexible, adaptable, and both willing and able to learn quickly.
- Constructive and diplomatic team player with strong communication skills.
- Capable of working efficiently under high pressure.
- Accurate, organized and excellent planning skill.

Computer Competency:

- Skilled with office based application like MS word, MS excel, Ms Access, MS power point & Photoshop.
- Advanced knowledge in computer hardware & software.
- Experienced in various computer based trouble shooting.
- Knowledge of internet Access, browsing, Mailing and other online activities.

Personal Information:

01. Name : Apu Chandra Talukdar
02. Father's name : Lakhon Chandra Talukdar
03. Mother's name : Ranjita Rani
04. Present address : Al-Mamun Enterprise (2nd Floor), 93, Sadar Road, West Barguna, Barguna.
05. Permanent & mail-Address : Vill:- Sontoshpur, P.O:- Rampur, Thana:- Mirzaganj, District:- Patuakhali.
06. Home district : Patuakhali
07. Nationality : Bangladeshi
08. National ID : 2375350952
09. Date of birth : 24/11/1995
10. Religion : Hinduism
11. Sex : Male
12. Marital status : Married
13. Blood group : O+ ve
14. Height : 5feet 6 inches
15. Weight : 80 kg
16. Contact no : +8801735-490903, +8801920-056110

Declaration:

I affirm that the information given here in is true and accurate to the best of my knowledge and belief.

Yours Signature



Apu Chandra Talukdar

Date: