



**Name:** Anik Saha

**Mailing Address:**

Vill : Rampur  
P.O. : Rampur Nowhata  
Upazila : Hajigonj  
Dist. : Chandpur  
Mobile No : 01866640372  
**E-Mail:** Atsaha14@gmail.com

### CAREER OBJECTIVE

I have a vision to see myself in a highly efficient administrative position of a dynamic organization where I can utilize my learning, interpersonal skill, analytical ability and adaptability for further development.

### ACADEMIC QUALIFICATIONS

#### Bachelor of Business Administration (Hon's)

|                    |   |                              |
|--------------------|---|------------------------------|
| <b>University</b>  | : | National University          |
| <b>Institution</b> | : | Hajigonj Model Govt. College |
| <b>Subject</b>     | : | Management                   |
| <b>Year</b>        | : | 2024                         |
| <b>Session</b>     | : | 2018-2019                    |
| <b>Result</b>      | : | CGPA-2.91 (Out of 4.00)      |

#### Higher Secondary Certificate (H.S.C)

|                    |   |                         |
|--------------------|---|-------------------------|
| <b>Institution</b> | : | Hajigonj Degree College |
| <b>Board</b>       | : | Cumilla Board           |
| <b>Group</b>       | : | Science                 |
| <b>Year</b>        | : | 2018                    |
| <b>Result</b>      | : | GPA- 3.17(Out of 5.00)  |

#### Secondary School Certificate (S.S.C)

|                    |   |                         |
|--------------------|---|-------------------------|
| <b>Institution</b> | : | Rampur High School      |
| <b>Board</b>       | : | Cumilla Board           |
| <b>Group</b>       | : | Science                 |
| <b>Year</b>        | : | 2016                    |
| <b>Result</b>      | : | GPA- 4.61 (Out of 5.00) |

### COMPUTER SKILL

- ✦ Computer Office Program: MS Word, MS Excel, MS Powerpoint.
- ✦ Internet Research, Browsing & Adobe photoshop

## EXPERIENCE

**Assistant teacher**

✖ **Rampur Adarsha K.G School, Chandpur**

✖ **June 5, 2023 – August 11, 2024**

## PERSONAL DETAILS

✖ Name : Anik Saha  
✖ Father's Name : Jibon Krishna Saha  
✖ Mother's Name : Jhanty Rani Saha  
✖ Permanent Address: Vill : Rampur, P.O : Rampur Nowhata  
P.S : Hajigonj, Dist: Chandpur.  
✖ Date of Birth : 03-05-2001  
✖ Nationality : Bangladeshi  
✖ Religion : Hindu  
✖ Sex : Male  
✖ Height : 5'6 "  
✖ Blood Group : A+  
✖ Marital Status : Unmarried

## LANGUAGE PROFICIENCY

🔗 **Bangla & English**

## SKILLS & ABILITIES

🔗 Decision making, Problem solving skills.  
🔗 Planning & Organizing abilities.  
🔗 Creative, innovative & Emotional intelligence.  
🔗 Honest, Sincere and punctual in work.  
🔗 Time Management in work.

## REFERENCE

**Md. Nazmul Hasan**

Senior Branch Operations Officer

Meghna Bank

Rampur, Hajigonj, Chandpur

Mobile No: 01914322610

## DECLARATION

I, the undersigned do hereby state that to the best of my knowledge and belief, the above mentioned data correctly described my qualification.

Anik

**(Singnature)**

Date: 03-02-2025