

Anik Sarker

Address: 458 South Goran, Khilgaon, Dhaka-1219.

Phone: 01600489955

E-mail: devanik999@gmail.com



CAREER OBJECTIVE:

To work confidently at any reputed local or multinational business organization where I will be able to use my insight on the basis of acquired learning and excellent analytical & technical skills can be utilized to improve the organization's profitability.

ACADEMIC QUALIFICATION:

Degrees	Name of the Institute	Year	Discipline	Grade/CGPA
Bachelor of Business Administration (BBA)- Honors	Govt. Titumir College	2021	Management	CGPA :2.73
Higher Secondary Certificate (H.S.C)	Dhaka City College	2015	Business Studies	GPA: 4.92
Secondary School Certificate (S.S.C)	Shaheed Jahangir High School	2013	Business Studies	GPA: 4.75

EXPERIENCE:

- **Sr. Executive, Jamuna Electronics & Automobiles LTD.**
March 2024 to Till Now
- **Sales Executive, Transcom Electronics LTD.**
June 2022 to September 2023
- **Duty Officer, ACI Logistics (SHWAPNO).**
October 2021 to May 2022
- **Assistant Teacher , Reliance Universal School**
January 2016 to March 2020

EXTRA CURRICULAR ACTIVITIES AND VOLUNTARY WORK:

- **Former Organizing Member,** Govt. Titumir College Cultural Club, Govt. Titumir College. January 2019 to January 2020.
- **Former Member,** Bangladesh SCOUTS, Dhaka Metropolitan.

MAJOR RESPONSIBILITIES:

- Planned, developed and implemented club events like workshops and seminars.
- Prepared and placed program proposal and budget for organizing different events of club.
- Created and presented various workshop on presentation.

SPECIALIZATION:

- To do the valuation of companies in Prospective Analysis of Management.

LANGUAGE PROFICIENCY:

- Excellent Fluency in Bangla and working knowledge in English on doing my responsibility.
- Also speaking in Hindi

COMPUTER SKILLS:

- Internet application & E-mail Management.
- Microsoft Office Suit (Word, Excel & PowerPoint)

PERSONAL SKILLS:

- Ability to work both independently within a collaborative team environment.
- Can self-manage assigned tasks.
- Willing to work overtime to meet deadlines.
- Can pick up new technologies quickly.
- Able to think outside of a box.

INTERESTS:

- Like to do volunteering and networking.
- Like to do computation and paint.
- Any kind of voluntary organizing work.

PERSONAL DETAILS:

Date of Birth – 12 October, 1997
Nationality – Bangladeshi
Religion – Hinduism
Mother's Name – Rita Rani Sarker
Father's Name – Ananta Sarker
Permanent Address – Sabalia, Tangail
Present Address – 458 South Goran, Dhaka-1219

REFERENCE:

1. Md. Maksumul Islam Assistant Vice President NCC Bank Limited (Head Office) Contact No. 01712032707 Mail Address: maksumul.islam@gmail.com	2. Milon Chandra Dey Assistant Administrative Officer, Bangladesh Railway Contact No. 01679707315 Mail Address: milonchandradey@gmail.com
---	--

CERTIFICATION:

I certify that all the information given above is correct and complete to the best of my knowledge.

Anik Sarker (Signature)