

Sajal Tarofdar



CONTACT

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✉ sajaltarofdarovi@gmail.com

SKILLS

- Computer Hardware
- Software & Networking
- Operations Management
- ERP Management Software System
- Microsoft Office Applications
- Accounts and Reporting
- Microsoft Excel
- Microsoft PowerPoint

PERSONAL DETAILS

Name : Sajal Tarofdar
Fathers Name : Netai Chandra Tarofdar
Mothers Name : Minu Rani Tarofdar
Date of Birth : 13-04-1995
Nationality : Bangladeshi by Birth
Religion : Hindu
Contract Number : +8801916134897
National ID No : 1501834194
Gender : Male
Marital Status : Unmarried
Blood Group : A+
Height : 5.5 Inc

SUMMARY

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION

Master of Business Administration: (MBA)

University : Daffodil International University
Majorarea : Management Information System
Result : 3.44 (out of 4)
Duration : 2
Year : 2022

Bachelor of Science: (B.Sc)

University : Daffodil International University
Subject : Computer Science and Engineering
Result : 3.35 (out of 4)
Year : 2019

Diploma in Engineering:

Institution : Khulna Polytechnic Institute
Board : BTEB
Subject : Computer Technology
Result : 2.97 (out of 4)
Year : 2014

Secondary School Certificate :(S.S.C)

Institution : Chechuri KB Secondary School
Board :Jessore
Group : Business Studies
Result : 4.75 (out of 5)
Year : 2010

EXPRIENCES

Business Consultant (Software Implementation)

Pridesys IT LTD
11 May. 2025 – Running

- Installation: Setting up the software on computers, servers, or the cloud.
- Configuration: Adjusting settings so the software fits the company's needs.
- Customization (if needed): Adding or changing features to suit specific requirements.
- Data Migration: Moving old data into the new system.
- Testing: Checking that everything works correctly in Every module.
- Training Users:Teaching people how to use the software.
- Go-Live and Support: Launching the system and fixing issues that appear.

LANGUAGES

- Bangla
- English

HOBBIES

- Reading Newspaper
- Play Cricket
- Play Football
- Fishing

Executive (Business Development)

CSL Academy
5th Sep. 2023–5th Mar. 2025

- I make cold calls to other companies to pitch about my organization's services
- I give corporate/product presentations to clients and prospects.
- I keep in touch with existing clients as well as prospects to maintain a good relationship and find out more about their requirements.
- I send emails (a lot) related to different corporate events.
- I prepare (I study) to be able to answer any question that is asked by my clients or prospects.

Manager (Toll)

TeleTell Communications
Padma Bridge (O&M) project (Mawa Toll Plaza)
29 Jun 2022 - 31 Dec. 2022

- PADMA Software Maintenance.
- PADMA Bridge Toll Operation and Maintenance.
- PADMA Network System Management.
- PADMA Accounts and Reporting
- Managed day-to-day operations while ensuring high levels of customer satisfaction were met at all times.
- Directed or coordinated financial or budget activities to fund operations and maximize investments.
- Established, maintained, and enforced organizational standards of performance, quality, and safety compliance.
- Conducted regular audits of employee performance and provided feedback on areas of improvement.

TRAINING SUMMARY

Officer (Intern)

Al-Arafah Islami Bank PLC
27 Sep. 2021 - 30 Dec. 2021

- Monitored progress of projects assigned to officers ensuring timely completion of tasks.
- Collaborated with other departments such as Human Resources and Accounting on various issues concerning intern officers.
- Managed communications between internal staff members and external partners involved in intern officer projects.

REFERENCES

1. Pankaj Kumer Halder
General Manager
Form.3 Architects
Phone: 01716104712
Email:pankajkumerhalder2@gmail
. com
2. Md Monir Hossain
Assistant Manager
Global Brand
Phone:01958510777
Email:monir_hossain@gbpl.com.b
d

IT Administrator (Intern)

Daffodil international University
2nd June 2018 - 30 Sep. 2018

- ERP Management systems.
- ERP Network Management systems.
- ERP Salary Sheet and Reporting.
- Compiled weekly expense summaries to provide senior management with updates on spending trends.
- Created databases to track personnel performance, training records, and other relevant data.
- Provided support to supervisors on disciplinary actions when needed.

Present Address

House : 59/F, West RajaBazar,
P.O: Dhanmondi,
P.S : Sher-E-Bangla Nagar
District : Dhaka.

Permanent Address

Village :Dahakula,
P.O : Chechuri Bazar - 9253,
P.S : Dumuria,
District : Khulna.

Declaration

I understand that, to the best of my knowledge and belief, this resume correctly describes my experience, qualification and self. I understand that any willful misstatement herein, may lead to disqualification and suspension of further processing of my application.



Sajal Tarofdar

Date :