



SABUJ CHANDRA DAS

CONTACT

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- sabujd51@gmail.com
- C/O: Mon Mohan Daser Bari,
Vill: Middle Wahedpur, P/O:
Hadi Fakir Hat (4311), P/O:
Mirsarai, Dist: Chattogram

EXPERTISE

- Customer Service
- Sales and Product Promotion
- Cash Handling
- Billing Accuracy
- Inventory Management
- Stock Control
- Merchandising and Display Management
- Communication Skills
- Interpersonal Skills
- Problem Solving
- Complaint Resolution
- Time Management
- Multitasking
- Teamwork
- Attention to Detail
- Client Engagement
- Client Retention
- Negotiation Skills
- Relationship Building
- Conflict Resolution

COMPUTER SKILLS

- Operating Systems: Windows 98, XP, 7, 10
- Document Processing: Microsoft Office 2003, 2007, 2010, 2013 (Word, Excel, PowerPoint)
- Digital Record Keeping



CAREER SUMMARY

Results-oriented and customer-focused professional with over **3+ years** of experience in retail and cash handling. Skilled in sales, customer service, inventory management, and cash transactions. Adept at maintaining accurate records, ensuring compliance with procedures, and providing excellent support to clients. Strong communication and interpersonal skills with a proven ability to work efficiently in fast-paced environments.



WORK EXPERIENCE

Cashier
M/S Fardin Auto Gas & Filling Station (Model Pump), Zorarganj, Chattogram
May 2023 – Present

- Managed daily cash transactions and maintained accurate records.
- Provided friendly and efficient service to customers.
- Ensured compliance with payment and safety procedures.
- Assisted in monitoring fuel stock levels and reporting shortages.
- Maintained cleanliness and organization of the counter and work area.

Sales Associate
Feni Aarong, Feni
October 2021 – April 2023

- Assisted customers in selecting products and provided excellent customer service.
- Managed inventory, restocked shelves, and maintained store presentation.
- Handled sales transactions and ensured accurate billing.



EDUCATIONAL QUALIFICATIONS

- Bachelor of Arts (Honours)**
 - Institution: Feni Govt. College
 - Subject: Bengali
 - Result: 2.58 out of 4.00
 - Year of Passing: 2020
- Higher Secondary Certificate (H.S.C)**
 - Institution: Nizampur College
 - Group: Humanities
 - Result: 3.58 out of 5.00
 - Year of Passing: 2015
- Secondary School Certificate (S.S.C)**
 - Institution: Sarkar Hat N.R. High School
 - Group: Humanities
 - Result: 4.13 out of 5.00
 - Year of Passing: 2013

LANGUAGES

- English (Fluent)
- Bengali

REFERENCE

Jowel Das Provas

Officer

(Engineering, Admin – Civil)

Youngone Sports Shoes Industries
Ltd., Bangladesh

Plot #7-20, Sector #3, Chattogram

Export Processing Zone,

Chattogram, Bangladesh

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CERTIFICATION

Certificate in Computer Office Application

- Course: National Skill Standard Basic Course Examination (360 Hours, 3 Months)
- Institution: Bhuiyan Computer, Chittagong | Session: Jan – Mar 2020 | Grade: A
- **Key Skills:**
 - Microsoft Word, Excel, PowerPoint
 - Document processing and formatting
 - Data entry and management
 - Office administration and digital record keeping



PERSONAL INFORMATION

- **Father's Name:** Late Sontosh Das
- **Mother's Name:** Protima Das
- **Date of Birth:** 5th March 1997
- **Marital Status:** Single
- **Gender:** Male
- **Religion:** Hindu
- **Nationality:** Bangladeshi (By birth)
- **Home District:** Chattogram
- **Permanent Address:** Vill: Middle Wahedpur, P/O: Hadi Fakir Hat (4311), P/O: Mirsarai, Dist: Chattogram

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

SABUJ CHANDRA DAS