

## Raton Chandra Ray

Baroghoria,Dangirhat-5420, Taraganj, Rangpur

01744611669, 01791708690

ratanray68247@gmail.com



### Experience

**Total Year of Experience:** 1.9 yrs

- Office assistant (1.8 yrs)**  
(02 Jan, 2023 - 07 Nov, 2024 )  
**Hashtag research and technology ltd.**  
Rangpur  
**Area of Expertise**  
IT Asset Management (1.8 yrs)

### Academic / Education

| Exam Title                                          | Concentration/<br>Major     | Institute                            | Result           | Pas.Year | Duration | Achievement          |
|-----------------------------------------------------|-----------------------------|--------------------------------------|------------------|----------|----------|----------------------|
| Bachelor of<br>Business<br>Administrati<br>on (BBA) | Department of<br>management | National University of<br>Bangladesh | 2.61 out of<br>4 | 2024     | 4 Year   | Graduation Completed |
| HSC                                                 | Business<br>Studies         | Dangirhat School and<br>college      | 3.81 out of 5    | 2018     | 2 year   |                      |
| SSC                                                 | Science                     | Dangirhat School and<br>college      | 4.28 out of<br>5 | 2016     |          |                      |

### Training

| Training Title                   | Topic                                                                     | Institute                                                                                 | Country    | Location | Year | Duration |
|----------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------|----------|------|----------|
| Graphic Design<br>Level-3        | Adobe<br>photoshop,<br>Adobe Illustrator,<br>Micorosoft Office            | Accelerating and<br>Strengthening<br>Skills for<br>Economic<br>Transformation<br>(ASSET). | Bangladesh | Rangpur  | 2025 | 6        |
| Account<br>Management            | Account<br>managment<br>Software quick<br>book & Xerox                    | sheikh kamal it<br>training and<br>incubation center                                      | Bangladesh | Rangpur  | 2023 | 6        |
| Foundation<br>English Test (FET) | Basic Level of<br>English-<br>speaking,<br>Reading, Writing,<br>listening | British Council                                                                           | Bangladesh | Rangpur  | 2023 | 3        |
| Professional<br>Graphic Designer | Adobe<br>Photoshop ,<br>Adobe illustrator                                 | SEIP                                                                                      | Bangladesh | Rangpur  | 2021 | 6 month  |

## Professional Qualification

| Certification | Institute                               | Location | From         | To           |
|---------------|-----------------------------------------|----------|--------------|--------------|
| IT service    | HashTag Research and Technology Limited |          | 10 Jun, 2021 | 14 Feb, 2024 |

## Career and Application Information

Preferred Job Category : Accounting/Finance, Education/Training, IT/Telecommunication, Data Entry/Computer Operator, Graphic Designer

Looking For : Level Job

Present Salary : Tk. 35000

Expected Salary : Tk. 0

Preferred District : Dhaka, Rajshahi, Rangpur

Preferred Organization Types : IT Enabled Service, Govt./ Semi Govt./ Autonomous body, NGO, Multinational Companies

## Skill

| Fields of Skill                                                                                                                                                                                                                                                                                  | Description             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <ul style="list-style-type: none"><li>• Computer Repair &amp; Servicing</li><li>• MS Office</li><li>• IT Support Service</li><li>• IT Support Service</li><li>• Bangla Typing</li><li>• Computer Literacy</li><li>• Adobe Photoshop</li><li>• Graphic Design</li><li>• Microsoft Excel</li></ul> | No description provided |

## Language Proficiency

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English  | High    | Medium  | Medium   |

## Personal Details

Father's Name : Doyal Chandra Ray

Mother's Name : Horimoni Ray

Date of Birth : 24 Jul, 2000

Gender : Male

Marital Status : Single

Nationality : Bangladeshi

National Id No. : 1514308335

Religion : Hinduism

Current Location : Baroghoria,Dangirhat-5420, Taraganj, Rangpur

Blood Group : O+

Height (Meter) : 1.6

Weight (Kg) : 55.6

## Reference

|              |                                           |
|--------------|-------------------------------------------|
| Name         | : Md. Rakibul Islam                       |
| Organization | : HashTag Research and Technology Limited |
| Designation  | : Managing Director                       |
| Address      | : Rangpur sadar, Rangpur                  |
| Mobile       | : 01743671216                             |
| Relation     | : Professional                            |