

Curriculum Vitae

of

Subrata Kumar Sarker

55/2 K Maniknagar, Wasa Road
Mugda, Dhaka- 1203
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E-mail: subratasarker786@gmail.com



Career Objective:

A dedicated and ambitious individual eager to embark on a rewarding career in banking. Seeking an entry-level position where I can leverage my knowledge of banking regulations to contribute to the efficient operations and growth of a reputable financial institution. Committed to delivering exceptional service, fostering strong client relationships, and continuously expanding my knowledge of banking practices and regulations.

Academic Qualifications:

Master of Science

Subject : Botany
University : Dhaka University (Affiliated)
Institution : Dhaka College
Passing Year 2018
Result (CGPA) : 2.80 out of 4

Bachelor of Science

Subject : Botany
University : Dhaka University (Affiliated)
Institution : Dhaka College
Passing Year 2017
Result (CGPA) : 2.81 out of 4

Higher Secondary Certificate

Passing Year 2013
Group : Science
College : Quality Education School and College
Board : Dhaka
Result (GPA) : 4.00 out of 5

Secondary School Certificate

Passing Year 2011
Group : Science
School : City Corporation Adarsha High School
Board : Dhaka
Result (GPA) : 4.25 out of 5

Personal Information:

Full Name : Subrata Kumar Sarker
Father's Name : Narayan Chandra Sarker
Mother's Name : Kalpana Rani Sarker
Date of Birth : 14-10-1996
Present Age : 29YEARS 05 MONTHS
Home District : Manikganj
Nationality : Bangladeshi
Marital Status : Single
Blood group : O (+ve)
Religion : Hindu
Gender : Male
Present Address : 55/2 K Maniknagar, Dhaka- 1205.
Permanent Address : 152/1 Ramdia Nali, Manikganj

Skill Highlights:

- MS office word, Spread sheet, Google sheet, Innovative, Fund raising for charity, Microsoft office excel, Power point, Digital marketing, Solution oriented, Volunteering.

Computer Literacy:

- Proficient in MS Word, MS Excel, Power Point

Communication Skills:

- Bangla: Fluent as it is my mother tongue.
- English: Fluent both in speaking & writing.

Training Participation:

- **PCS (Professional Customer Service):** Training for 55 days at Times ASL Call Center. Certified by SEIP & BACCO (Skills for Employee Investment Program & Bangladesh Association of Call Center and Outsourcing).
- **Learning outcome:** Mailing & Mail Marketing, Digital Marketing, Microsoft Word, Excel & PowerPoint, Customer Service, BPO Service, CRM, and OHS in the workplace.
- **WSDA (Workplace Skills Development Academy) New Zealand:** training at Times ASL Call Center. WSDA New Zealand Provides Unique, Innovative, and Structured Training & Development Programs. It's English communication skill development training.

Work Experince

- ❖ *Sarker & associates*
- ❖ *Assistance Accounts Manager*
- ❖ *Duration :1/02/23 to present*

Reference:

Md. Mahadi Hasan
Executive Officer
Modhumoti Bank PLC
Phone: 01676344396

MD.Nazmul Alam khandaker
Assistant Director Bangladesh Bank
Phone: 01670059501

Subrata

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