

CURRICULUM VITAE OF

Bishwajit Biswas

Mailing Address :DB Road,Srepur Powrosava,Thana:

Srepur,District: Gazipur.

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Career Objective :

To obtain a challenging position for long term career goal in a renowned organization where the scope is available to utilize my knowledge, potentiality and adaptability to do something innovative and from where I will be able to enhance my knowledge and skills.

Academic Records :

Masters of Business Administration (M.B.A)

Name of Institution	: Tongi Govt. College, Gazipur.
University	: National University
Subject	: Accounting
Duration	: 1 Years
Result	:3.03(Out of 4)
Passing Year	:2020

Bachelor of Business Administration (B.B.A)

Name of Institution	: Sayed Abul Hossain College, Madaripur.
University	: National University
Subject	: Accounting
Duration	: 4 Years
Result	: 3.21 (Out of 4)
Passing Year	: 2019

Higher Secondary Certificate (H.S.C)

Name of Institution	:Kadambari Union College, Madaripur.
Discipline	: Business Studies
Board	: Dhaka
Result	: 4.00(Out of 5)
Passing Year	: 2015

Secondary School Certificate (S.S.C)

Name of Institution	: Radhakanta High School,Gopalganj
Discipline	: Business Studies
Board	: Dhaka
Result	: 4.25(Out of 5)
Passing Year	: 2013

Job Capabilities :

- * Strong motivation and commitment for work.
- * Ability to cope with any people & environment.
- * Valuable part of good team.
- * Maintaining good relationship with the client and relevant work.
- * Ability to adopt myself in any type of administrative work.

Language Proficiency :

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bengali	Native	Native	Native

Personal Details :

Name : Bishwajit Biswas
Father's Name : Haripada Biswas
Mother's Name : Archana Biswas
Permanent Address : Village: Kolabari, Post office : Kolabari- 8110
Thana: Kotalipara, District: Gopalganj.
Nationality : Bangladeshi (By Birth)
NID Card No. : 1951556305
Date of Birth : 04/10/1997 (dd/mm/yyyy)
Blood Group : A+
Marital Status : Unmarried
Sex : Male
Religion : Hindu
Highest : 5F5"
Weight : 70kg
Home District : Gopalganj

References

1. Name : Jyotirmoy Barai
Job Title : Bank job.
Designation : Assistant Officer (Cash)
Name of Institute : Agrani Bank LTD.
Address : Jhutigram, Gopalganj.
Mobile : 01916161769

2. Name : Bipul Chandra Biswas
Job Title : Professor
Designation : Lecturer in Mathematics
Name of Institute : Rajpat Degree College.
Address : Kasiani, Gopalganj .
Mobile : 01717241416

Computer Knowledge :

Name of Institute : Postal Academy, Rajshahi.
Name of Seminar : Kalkini UPO, Madaripur.
Name of Course : Diploma in software Application Course.
Duration : 6 Month
Other Experience : MS Word, MS Excel, Data entry, MS PowerPoint,
Web Browsing etc.

Development & Activities :

- * Have the ability to adopt any new task very quickly and work individual as well as a team.
- * Attentive listener.
- * Have fluency in Sharing and expressing ideas to others.
- * Have good impersonal communicative skill in English.

Declaration :

I, hereby declare that to the best of my knowledge and belief, this information's are true and correct. If I am appointed, I will maintain all the rules and regulations of the Organization.

Signature

(Bishwajit Biswas)

Date: