

SUMITA RANI SHIL

Mailing Address:

Lipika Multimedia & Studio,
Nazirpool, Pathantooly Road,
Baruapara, Chattogram.

Call and SMS: +880 01787468667

E-Mail: sumitaranishil8@gmail.com



CAREER OBJECTIVE

Sales associate, Store Manager, Technical support specialist, Cashier and also articulate, energetic and creative marketing graduate who has the required attitude, passion, drive and knowledge needed to make an immediate and positive difference to any organization. Seeking to leverage background in advertising, branding, sales and promotion or any sector of development in an entry-level position. Self motivated and strongly dedicated to work in a fast-paced dynamic organization to develop existing skill and experience.

PROFESSIONAL EXPERIENCE

Cash Officer

Prime Steer

Free Port, CEPZ, Chattogram Duration 01

February, 2021 to till now **Area of**

Expertise

Very good skills in MS Office and Social Communication.

ACADEMIC QUALIFICATIONS

COURSE	INSTITUTION	SUBJECT/GROUP	YEAR	RESULT (CGPA/GPA)
MBA	Govt. Haji Mohammad Mohsin College, Chattogram	Management	2025	2.97
BBS	Govt. Commerce College, Chattogram	Management	2017	2 nd Class
HSC	Bepza public School & College, Chattogram	Business Studies	2014	3.50 (out of 5)
SSC	Pratap Pur High School, Feni	Business Studies	2012	3.44 (out of 5)

EXTRA-CURRICULAR ACTIVITIES

- Engaged in Social activities like blood donating & blood helps, raising fund for the education of poor and up-rooted children, Distributing cloths among poor in the winter, and so on.

COMPUTER LITERACY

- **Ms office-** Ms Word, Ms Power point, Ms excel, Graphic Design.
- **Hardware Configuration.**

COMMUNICATION SKILLS

- **Language-** Bengali & English (Professional proficiency in reading, writing and speaking)
- **Presentation-** Oral, Multimedia

INTER PERSONAL SKILLS

- Excellent organizing and team building capability.
- Strong analytical ability.
- Dedication and commitment toward responsibilities.
- Good communication, presentation and networking skills.
- Versatility, adaptability and willingness to tackle new challenge.

HOBBIES AND INTERESTS

Jogging and cycling. Also like to reading books, hearing music, watching movies, web browsing, gossiping and networking.

PERSONAL INFORMATION

- **Name** : Sumita Rani Shil
- **Father's name** : Sudhir Chandra Shil
- **Mother's name** : Bashanti Rani Shil
- **Date of birth** : March 1, 1997
- **Marital Status** : Married
- **Nationality** : Bangladeshi
- **National ID** : 4656446343
- **Religion** : Hindu
- **Blood Group** : O+
- **Height** : 5'-1"
- **Permanent address** : Village: Kelishahar, Post: Kelishahar,
P.S: Patiya, Dist- Chattogram.

REFERENCES

Name: Biswajit sarker Global Islami Bank PLC Designation: Officer Branch: Mawa, Louhajang, Munshiganj Cell : 01815407281	
--	--

DECLARATION

I, Mrs. Sumita Rani Shil, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.


SUMITA RANI SHIL