



SUSMITA CHAKRABORTY

 Mailing Address: H-9, R-5, Block-D, Mirpur-1, Dhaka-1216.

 +88 01725-070757

 susmitapuja757@gmail.com

PERSONAL DETAILS

Father's Name : Late. Badal Chakraborty
Mother's Name : Late. Shaly Chakraborty
Date of Birth : 20th September, 2000
Permanent Address : H-9, R-5, Block-D, Mirpur-1,
Dhaka-1216.
Nationality : Bangladeshi (By Birth)
Religion : Hindu
Marital status : Single
Sex : Female
NID No : 3315214639
Blood Group : A (+ve)

COMPUTER PROFICIENCY

MS Office Package Program: MS Word, MS Excel, Power point etc.
Typing Skill : Medium typing speed in Bangla & English.
Operating System: Windows XP, Windows 8, 7 & 10
Other features: Emailing, Basic Hardware & Software use,
Social networking, Web browsing etc.

TECHNICAL & PERSONAL SKILLS

Excellent analytical & communication skills	90%
Punctual, innovative & skillful	90%
Self-confidence, honesty, motivation	100%

CARRER OBJECTIVE

I am an ambitious HR professional with a passion for people and a commitment to finding the best solutions for any challenge. I am seeking a role as an HR Executive in a reputed organization where I can apply my expertise in organizational development, talent management, recruitment, and employee relations to ensure success. I am also eager to learn and develop new skills to help take the organization to the next level.

VOLUNTEER EXPERIENCE

Organization Name : BADHAN-Govt. Bangla College (Social Organization)

Designation : General Member Duration: From Jan 2018 to till now.

Job Responsibilities:

1. Preparing the list of donators.
2. Teaching at the school of "Street Children"
3. Leading my team to distribute winter cloths among the cold regions of the country.

Key Achievements :

1. Arranged get together with the volunteers of the 64 districts of the country.
2. Arranged seminar at Dhaka Medical College on "How to increase the no. of blood donator".

TRAINING

1. **Organization: UCEP Bangladesh**
Course: Food and Beverage Services (BNQF Level 2 under NSDA)
Duration: 4 Months
2. **Organization: BGTTC**
Course: Graphic design (BNQF Level 2 under NSDA)
Duration: 6 Months
3. **Organization: UCEP Bangladesh**
Course : Bakery and Pastry Production (BNQF Level 3 under NSDA)
Duration: 4 Months
4. **Organization: UCEP Bangladesh**
USAID Bijoyee Activities Soft Skill Training (05 days).

SELF - APPRAISAL

1. Enthusiastic, self-motivated creative & hardworking.
2. Ensure implementation of policies and practices.
3. Schedule and organize meetings/events and maintain agenda.
4. Strong communication skill, good management and ability to take leadership.
5. Ability to learn quickly and implement efficiently.

HOBBIES & INTERESTS

- Travelling & exploring.
- Meeting new culture & people.
- Cooking & Baking.
- Helping people in distress.
- Reading & research etc.

COMMUNICATION PROFICIENCY

- Having good Internal, External, Virtual & Personal communication skill.
- Bengali: As a mother tongue.
- English: Having good command over Reading, Writing, Listening and Speaking.
- Hindi: Conversational Level.
- Advanced ability to produce reports and presentations in a professional standard.

ACADEMIC QUALIFICATION

Degree	Concentration	Institute	Result	Passing Year
MBA	Management	Dhaka University Affiliated Colleges	CGPA 3.06 Out of 4.00	2023
BBA	Management	Dhaka University Affiliated Colleges	CGPA 2.99 Out of 4.00	2022
HSC	Business Studies	BCIC College	GPA 3.67 Out of 5.00	2018
SSC	Business Studies	Mirpur Govt. High School	GPA 3.67 Out of 5.00	2016

SELF - COMPETENCY

I would like to take the responsibilities and challenge of job hazard. I would like to welcome the chance to work as a part of dynamic working team, where I believe that I could make a significant contribution & achievement while developing my skills & efficiency to prof myself continuously.

WORK EXPERIENCE

Assistant Teacher

Prime International School

House-18, Road-15, Block-New C, Shah Ali Thana, Mirpur-1, Dhaka-1216
From 2023- Till now.

REFERENCE

Md. Siddikur Rahman

Principal

Prime International School

Mobile : 0167333935

E-mail: primesun201@gmail.com

Md. Ariful Islam

Officer

Decent Employment

UCEP Mirpur TVET Institute

Mobile : 01713821219

E-mail: arifulislam1@ucepbd.org

PROCLAMATION

I am declaring that all the above information about myself I have mentioned in this CV are correct and true. If there is found any information that is false and illegal in these circumstances the authority can take any decision against me including the cancellation of my candidature.

Thank you,
Susmita Chakraborty