

Resume Of Subrata Kumar Chakraborty

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Career Objective:

Achieving a Dynamic and challenging job to utilize my academic background and want to work in a respectable organization which professional efficiency and high administrative and analytical skill and provides the opportunity become a successful profession.

Working Experience:

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|-------------------------|---|
| 1. Name of Organization | : Huawei Technology Bangladesh Ltd. |
| Designation | : Coordinator. |
| Duration | : 20 th March 2020 to 31 th May 2025 |
| Responsibilities | : Managed a fleet of over 50 cars. Boosting fuel efficiency tracking. GPS based tracking enabled optimized route planning, resulting in a 25% reduction in delivery delays cost saving methods were implemented. Follow up with every user and give solution as per their requirement. Provided regular report and updates to senior management monitored the daily activities of all driver as per office instruction. Resolved customer question, issues and complaint. |
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| 2. Name of Organization | : Youngshine Packtrims Ltd. |
| Designation | : Officer Marketing. |
| Duration | : 19 th March 2019 to 18 th February 2020. |
| Responsibilities | : Collect accessories booking from deferent parties as per their requirement. Planned delivery target follow up day wise. Process and time elimination follow up. Ensure all types of quality issues as per customer requirement. Prepare work order and share with management and making daily reports. |
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| 3. Name of Organization | : Samsung Mobile Bangladesh. |
| Designation | : Samsung Experience Consultant (SEC) |
| Duration | : 5 th October 2015 to 18 th March 2019. |
| Responsibilities | : Target achieved with skilled in using strategy to carefully coordinate campaign for optimal product. Help to customer to identify right product and share user experience to them. To develop monthly sales plan and target. Supervise with the sales team for maximum achievement of Volume, Value and Profit. Follow up monthly visit plan, KPI monitoring etc. |

Educational Qualification:

Master In Business Studies (M.B.S) : Accounting
Kabi Nazrul Govt. College, Dhaka
National University
Passing Year: 2013
Result: 1st Class

Bachelor in Business Studies (B.B.S): Accounting
Govt. Suhrawardy College, Pirojpur
National University
Passing Year: 2012
Result: 2nd Class

Higher Secondary Certificate (H.S.C): Business Studies
Govt. Suhrawardy College, Pirojpur.
Barisal Board
Passing Year: 2008
Result: 3.60

Secondary School Certificate (S.S.C): Business Studies
Suhasini High School, Shoulkhali.
Jessore Board
Passing Year: 2006
Result: 3.44

Language Proficiency:

- English : Excellent Writing, Reading and Speaking
- Bengali : Excellent Writing, Reading and Speaking

Skills:

- Fleet management
- Sales and marketing
- Operational optimization and cost control
- Microsoft office (Word, Excel, PowerPoint)
- Data analysis and reporting
- Team leadership and coordination

Interest:

- Writing, Reading, Listening Song, T.V Watching, Travelling & Social work.

Personal Information:

Father's Name	:	Mihir Chakraborty
Mother's Name	:	Saraswati Chakraborty
Date of Birth	:	21-10-1990
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Bangladeshi (By Birth)
NID No	:	1010802880
Sex	:	Male
Height	:	5'-6''
Permanent Address	:	Vill: Karaboula, P.O: Shoulkhali, P.S: Morrelganj, Dist.: Bagerhat.

Certification:

I am self-confident and positive, willing to accept responsibility performing accordingly and able to work in teams as well as individually and capable of maintaining effective communication.

Reference:

1. Anup Talukder
Deputy Secretary
Ministry of Public Administration
Mob No: +8801812-313230
2. Rakesh Chakravorty
Chief Operating Officer
Trends Birds (Software Company)
Mob No: +8801713-018841

Dated:

(Subrata Kumar Chakraborty)