



Mailing Address:

Vill: Suricho, P.O: Kadba Dewra
U.P: Barura, Dist: Cumilla
Cell No: +88 01831898077

My Name:

Priyatam Poddar

CAREER OBJECTIVE

I have a vision to see myself in a highly efficient administrative position of a dynamic organization where I can utility my learning, interpersonal skill, analytical ability and adaptability for further development.

JOB EXPERIENCE

- ❖ Company Name : ACI Bangladesh Limited
- ❖ Position : SR (Sales Representative)
- ❖ Duration : 01 Sep 2024 – Till Now

- ❖ Company Name : Golden Harvest Infotech Limited.
- ❖ Position : Data Entry Operator
- ❖ Duration : 01 Jul 2023 - 15 May 2024

ACADEMIC QUALIFICATIONS

Bachelor of Social Science (BSS)

University : National University
Passing Year : 2023
Result : CGPA-3.06 (Out of 4.00)

Higher Secondary Certificate (H.S.C)

Institution : Barura Shahid Smrity Govt. College
Passing Year : 2018
Result : GPA- 3.25 (Out of 5.00)

Secondary School Certificate (S.S.C)

Institution : Jaynagar S.C. High School
Passing Year : 2016
Result : GPA- 3.61 (Out of 5.00)

COMPUTER SKILL

- ❖ Institute Name: Cumilla Head Post Office
- ❖ Computer Office Program: MS. Word, MS. Excel, MS. Power Point.
- ❖ Internet, Photoshop & Internet Browsing.
- ❖ Advance Excel

LANGUAGE PROFICIENCY

- ❖ Bengali (Native)
- ❖ English.

INTERESTS

- ❖ Traveling
- ❖ Reading & Writing.

PERSONAL DETAILS

Certificate Name	:	Priyatam Poddar
Father's Name	:	Haradhan Poddar
Mother's Name	:	Sabita Poddar
Date of Birth	:	09/10/2000
Nationality	:	Bangladeshi (By birth)
Religion	:	Hinduism
Marital Status	:	Unmarried
Blood Group	:	A+
Height	:	5'-7"
Permanent Address	:	Vill: Suricho , P.O: Kadba Dewra U.P: Barura, Dist: Cumilla

DECLARATION

I, the undersigned do hereby state that to the base of my knowledge and belief, the above-mentioned data correctly described my qualification and me.

(Priyatam Poddar)

Date: