

CURRICULUM VITAE Of

Sujan Raj Bongshi

Joytura, Dhamrai, Dhaka-1350

E-mail: sujanrajbongshi041@gmail.com

Cell: +8801838691264



CAREER OBJECTIVE

Seeking an office assistant role that would allow me to grow as a professional and where I can use my skills to provide administrative and technical support for your team. Highly experienced and organized customer service professional seeking to join your organization in the role of office assistant. Looking for hard and challenging jobs where I will have the scope to utilize my potentiality, adaptability and skill to do something in olive and from where I will be able to enhance my knowledge.

SPECIAL QUALIFICATION

I would like to do any work with under pressure and always have a "can do" attitude. Business and correspondence, report writing, P.Presentation as excellent. Well mannered and helpful for others. Quick learner, positive decision maker & sincere.

EMPLOYMENT HISTORY

Total Year of Experience: 1 Years 10 Month (s)

Sample QC

Palmal Group of Industries Ltd .

Company Location: Joytura ,Dhamrai, Dhaka,1350

Department: Sample

Tex World Knitwear Ltd .

Company Location: Sotipara ,Dhamrai, Dhaka,1350

Department: Quality Controller

Year of Experience : 1 Years 3 Months

COMPUTER KNOWLEDGE

MS. Word, MS. Excel, MS. Power point, Internet Browsing.

ACADEMIC QUALIFICATION

Exam Title	Major/Minor	Institute	Result	Passing Year
MBA	Marketing/HRM	City University Bangladesh	3.02	2022
BBA	Marketing/ HRM	City University Bangladesh	2.84	2021
HSC	Business Studies	Mirza Golam Hafiz College	2.58	2017
SSC	Business Studies	BhalumAtaur Rahman Khan School & College	2.63	2013

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High

EQUIVALENT PERSONAL DETAILS (MORE)

Full Name : Sujan Raj Bongshi
Father's Name : Chanu Raj Bongshi
Mother's Name : Aruti Rani
Present Address : Vill: NorthJoypura, Block B, H#82 ,P.O.+P.S: Dhamrai, Dist: Dhaka.
Permanent Address : Vill: North Joypura, Block B, H#82 P.O. +P.S: Dhamrai, Dist: Dhaka.
National ID Card No. : 3301555722
Date of Birth : 08/08/1997
Mobile No. : 01838691264
Nationality : Bangladeshi by birth
Religion : Hindu
Marital Status : Single.
Height : 5.4"
Weight : 55 Kg
Blood Group : B (+)
Gender : Male

EXTRACURRICULAR EXPERIENCES

- Member of City University Business Club.
- Participated in different types of Voluntary Activities.
- Joined in Various cultural activities.

PERSONAL INTEREST

Debating, Travelling, Reading books, Playing Cricket & Football.

REFERENCES

- ❖ **Prof. Mihir Kumar Roy, Ph.D**, Dean, Faculty of Business Administration Department of Business Administration, City University Bangladesh, Mob. +8801727335510.
- ❖ **Md. Sohikul Islam**, General Manager of Atashi Fashion Ltd, Mob. +88 01611464646

I certify that all information stated in this resume is true and complete to the best of my knowledge.

Signature.....

Sujan Raj Bongshi