

**Mailing Address:**

Vill- Betchari Mukh, P/O-Khagrachari (4400),
P/S- Khagrachari, Khagrachhari Hill District.
Cell No: +8801521-387520
E-Mail: susrinchakma@gmail.com

SUMAN CHAKMA

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.

ACADEMIC QUALIFICATIONS**Bachelor of Science (Hon's):**

Subject	:	Management
Passing Year	:	2022
Result	:	CGPA- 2.52 (Out of 4.00)
Institution	:	National University

Higher Secondary Certificate (H.S.C)-BM:

Group	:	Business Management
Board	:	BTEB
Passing Year	:	2016
Result	:	GPA- 3.58 (Out of 5.00)
Institution	:	Mohalchari Govt. College

Secondary School Certificate (S.S.C):

Group	:	Humanities
Board	:	Chittagong
Passing Year	:	2014
Result	:	GPA- 3.00 (Out of 5.00)
Institution	:	Perachara High School.

COMPUTER EXPERIENCE

Extensively used PC based application software such as MS Word, MS Excel, and Power Point, Networking, Internet Browsing.

LANGUAGE PROFICIENCY

	Chakma (Mother tongue)
	Bengali (Fluently Speaking and Writing)
	English Speaking and Writing.

SKILLS & ABILITIES

- ✎ Critical Thinking, Decision making, Problem solving skills.
- ✎ Time Management in work.
- ✎ Able to work in computer-based environment.
- ✎ High Degree of initiative.
- ✎ Willingness to take challenges.
- ✎ Have a good presentation skill.
- ✎ Good command in both oral and written English.
- ✎ Ready to move anywhere in Bangladesh .

PERSONAL DETAILS

- ✎ Certificate Name : Suman Chakma
- ✎ Father's Name : Plaban Chakma
- ✎ Mother's Name : Sona Chakma
- ✎ Permanent Address: Vill: Betchari Mukh, P.O: Khagrachari-4400,
P.S: Khagrachari Sadar, Dist: Khagrachari.
- ✎ Date of Birth : 03-09-1997
- ✎ Nationality : Bangladeshi (By birth)
- ✎ Religion : Buddhism
- ✎ NID : 6451976994
- ✎ Sex : Male
- ✎ Blood Group : B+ (ve)
- ✎ Marital Status : Unmarried

REFERENCE

1. Biresh Chakma

Pin: 1542033

Designation: Senior Program officer

Brac Health Program (Malaria)

Belaichari, Rangamati.

Cell: 01820327625

1. Mandela Chakma

Designation: Entrepreneur

Kamalchari Digital Center

Khagrachari Sadar, Khargachari.

Cell: 01865-101316

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.

Suman Chakma

(Suman Chakma)