

CURRICULUM VITAE

SAJAL MAJHEE

Vill: Purbo Kalinagor, PO: Purbo Munshigonj, PS: -Shyamnagor, Satkhira.

E-mail: sajal0192@gmail.com

Cell: 01637377956



Objective:

To associate myself with your leading organization for working in challenging environment and in a respectful position, in order to get an excellent practical exposure being committed to the goal of the organization and to be pragmatic and proficient in technical Know-How. I want to use my interpersonal and communication skills to pursue a dignified career where there is a better opportunity to work with people.

Personal Profile:

Name : **Sajal Majhee**
Father's Name : Potiram Majhee
Mother's Name : Parul Majhee
Present Address : Vill: Purbo Kalinagor, PO: Purbo Munshigonj, PS:-Shyamnagor, Satkhira.
Permanent Address : Vill: Purbo Kalinagor, PO: Purbo Munshigonj, PS:-Shyamnagor, Satkhira.
Date of Birth : May 18, 1991 in Satkhira, Bangladesh
Nationality : Bangladeshi (By birth)
Religion : Hinduism
Gender : Male
Marital Status : Married
Height : 5'-7"
Weight : 65 kg.
Blood Group : O (+ve)
National ID : 19918718663000330
Contact : 01637377956
E-mail : sajal0192@gmail.com

Work Experience

Total experience-3 years 07 months (Approximately). (October 11, 2021 to till)

Total Salary – 38818.

Perform a successful period as an “Field Officer” (**Micro Finance**) Center for Development Innovation & Practices (CDIP), Joypara Branch, Nowabganj, Dhaka. (October 11, 2021 to till)

Job responsibilities:

- ✓ Daily Collection money from the installments.
- ✓ Beneficiary members have to be verified and provided loan.
- ✓ Providing training to the Facilities group.
- ✓ Facilitated training program to the beneficiaries.
- ✓ Data Collection and report preparation monthly quarterly and yearly.
- ✓ Prepare weekly, monthly and yearly target plan and progress report.
- ✓ Maintaining beneficiary members record files.
- ✓ Preparing monthly budget for daily expenditure and procurement of the institution.
- ✓ Guide the supports beneficiary members in the execution of their works assist overall area credit administration

Work Experience

Total experience-2 years 06 months (Approximately). (December 01, 2018 to 10 Jun 2021)

Total Salary – 18900.

Perform a successful period as an “Store Keeper” DSO Finance, **United Dhaka Tobacco company Ltd**, Kachua Sador, Chadpur. (December 01, 2018 to 10 Jun 2021)

Job responsibilities:

Product Received, Distribution, Stock Book, cash Sales Book, Credit sales Book, Credit Recovery, ledger Book, Petty Cash and all register maintain, Banking, all bill prepared and payment. Daily & monthly report prepares, Follow up daily mail communication and feedback this.

Educational Qualification:**Masters of Business Administration (1 years Course) (M.B. A)**

Institution	:	Azam khan Govt. College
Subject	:	Management
Year of Passing	:	2014
Result	:	3.13
University	:	National University.

Bachelor of Business Administration (4 years Course) (B.B.A)

Institution	:	Azam khan Govt. College
Subject	:	Management
Year of Passing	:	2013
Result	:	2.94
University	:	National University.

Higher Secondary School Certificate (H.S.C)

Institution	:	Munshigonj Degree College
Subject	:	Commerce.
Academic Result	:	3.80
Year of Passing	:	2009
Board	:	Jashore.

Secondary School Certificate (S.S.C)

Institution	:	Kalbari Nekjania High School
Subject	:	Commerce.
Academic Result	:	3.88
Year of Passing	:	2007
Board	:	Jashore.

Computer Skill: -

I was very much skillful on **MS Office Program** & any kind of administrative work. Expert on project management & I achieved A+ “**Computer Office Application**” from BTEB

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	Excellent	Excellent	Excellent
English	good	good	good

Driving

Expert to drive any kind of motorbike in Rural and Urban area and have a valid permanent license.

Hobbies

Work in developing sector, flying, learning, new events & adventure, reading voluntary work, music, game, travel & take responsibilities.

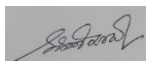
Reference:

1. Zulhash Ahmed Rubel
Branch Manager
Center for Development Innovation & Practices (CDIP)
Cell: 01313031130

2. ASM Jamiul Islam
Area Depo In-Charge
United Dhaka Tobacco company ltd.
Cell: 01718143186

Certification:

I undersigned, certifies that to the best of my knowledge and belief this resume correctly describes my qualifications and myself. Any willful misstatement described herein may lead to my disqualification or dismissal, if employed.



Sajal Majhee

Signature & Date