

# LUCAS PALLAB SARKER



## Contact

 pallablucas014@gmail.com

 +88 01918906913

 10, Gawair, Dakshinkhan, Uttara,  
Dhaka-1230.

## Education

### **Bachelor of Business Studies (BBS) (Pass Course)**

**Business studies**

Tejgaon College

Passing Year: 2014

Result: 2nd Class

### **Higher Secondary Certificate (HSC) Business studies**

Govt. Tongi College, Dhaka Board

Passing Year: 2007

GPA: 2.30 (out of 5.00)

### **Secondary School Certificate (SSC) Science**

Gawair Adarshaw Uccho Bidyaloy,  
Dhaka Board

Passing Year: 2005

GPA: 2.75 (out of 5.00)

## Languages

**Bengali : Native**

**English : Proficient**

## Summary

A results-oriented professional with a diverse background in administrative support and educational instruction. Proven ability to manage office operations, coordinate logistics, and facilitate learning environments. Eager to leverage strong organizational, communication, and interpersonal skills to contribute effectively to a dynamic organization.

## Experience

### **Admin Executive**

Mar 2016 to Mar 2020

#### **Salsa Catering Center**

##### **Job Responsibilities**

- Managed daily administrative operations, ensuring smooth workflow and efficient office functions.
- Handled correspondence, maintained office records, and organized company documents.
- Coordinated schedules, arranged meetings, and managed travel arrangements for senior staff.
- Assisted with basic accounting tasks, including expense tracking and vendor payments.
- Provided general support to staff, ensuring a productive and organized work environment.

### **Assistant English Teacher**

Jan 2023 to Aug 2023

#### **The Bright Sun High School**

##### **Job Responsibilities**

- Taught English language and literature to students, adhering to the prescribed curriculum.
- Developed and implemented engaging lesson plans to foster student learning and participation.
- Assessed student progress through assignments, tests, and active classroom observation.
- Provided individualized support and constructive feedback to improve students' English proficiency.
- Maintained a positive and disciplined classroom environment conducive to effective learning.



## Professional Skills

- Administrative coordination
- Document management
- Operational support
- Team collaboration
- Client communication



## Applications

MS Word



MS Excel



MS Power Point



Internet Browsing



E-mailing



## Strengths

- Collaborate effectively with diverse teams
- Lead teams to achieve goals
- Fully engage in active listening
- Maintain a high attention to detail
- Resolve issues with effective solutions



## Hobbies

- Reading
- Photography
- Traveling
- Volunteering



## Extra-Curricular Activities

- Organized community service programs
- Participated in school cultural events
- Engaged in volunteer teaching work
- Coordinated local youth activities
- Assisted in social awareness campaigns



## Personal Information

Father's Name: Luis Sarker

Mother's Name: Bani Sarker

Permanent Address: Vill: Gillapole, P.S: Sharsha, P.O: Sharsha, District: Jessore.

Nationality: Bangladeshi

National ID No: 2389651783

Religion: Christian

Date of Birth: 20 Jun, 1988

Marital Status: Single

Blood Group: A +(ve)



## References

**Father francis Alencherry (SDB)**

☎ +8801820829500



## Declaration

I hereby declare that the information provided in this CV is true and accurate to the best of my knowledge.

*Lucas Pallab Sarker*

**Lucas Pallab Sarker**