

CURRICULUM VITAE OF RINKU RAY

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Mailing Address :



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House # 339/02, Road # 6, west kazipara, Mirpur, Dhaka-1216

Career Objectives

I am looking for the opportunity to gain experience in the professional world and help to achieve good outcomes for my employer and the community. In addition, I am looking for the opportunity to start a professional career in an occupation I am passionate about and gain valuable experience for my future.

Key Skills

- Customer Service & Problem Solving
- Policy & Procedure Implementation
- Teamwork & Collaboration
- Client Relationship & Communication Skills
- Corporate Banking Exposure.
- Gender & Women's Empowerment Focus

Professional Experience :

Position : Field Enumerator.

Organization : Bangladesh Institute of Development Studies (BIDS)

Study Title : Post Enumeration Check of the Economic Census 2024 (PEC-EC)

Duration: (26 June 2025 to 30 Sep 2025)

Responsibilities :

- Conduct door-to-door data collection from businesses, households, or establishments for the Post Enumeration Check (PEC) survey.
- Use structured questionnaires to collect accurate and complete information.
- Ensure proper recording of responses and handle respondent queries professionally.
- Communicate politely and effectively with respondents to explain the purpose of the survey and encourage cooperation.
- Handle sensitive information responsibly and maintain confidentiality

Position : Field Data Collection & Reporting Assistant.

Organization : Government of the People's Republic of Bangladesh.

National Service Program, Office of the Upazila Youth Development Officer
Badarganj, Rangpur.
Duration : (1st January, 2019 to 31st December 2020) .

Responsibilities

- Collecting information from various government projects at the field level and submitting them in the form of reports
- Monitoring data related to agriculture, livestock, health, or youth development
- Preparing and updating progress reports on development activities

Position : Assistant of relationship officer :

Organization : Dutch Bangla Bank Limited (DBBL) Mirpur 11 Branch.
Duration : (1st September, 2017 to 31st December, 2018)

Responsibilities:

- Assisting Relationship Officer in handling customer queries and providing necessary guidance.
- Helping customers with account opening, balance inquiries, remittance, ATM/DBBL Nexus services, and mobile banking support.
- Ensuring high-quality customer experience at the branch.
- Supporting in promoting DBBL banking products (accounts, cards, mobile banking, agent banking).
- Assisting in cross-selling and up-selling banking services to customers.

Position : Data Enumerator.

Organization : [Force n Focus Limited](#).

Duration: 3 Months (1st janurey,2017 to 30 March 2017)

Responsibilities :

- Data collection Entre data in tablet computer, work in urban areas.
- Collect accurate information from individuals, households, or institutions at the field level.
- Conduct interviews based on structured questionnaires or survey forms.
- Record responses clearly and correctly during face-to-face interviews.
- Assist the survey team in conducting field surveys.
- Participate in the collection of demographic, social, or research-related data.
- Support field officers with required information and coordination.

Academic Qualification:

[B. Com \(Bachelor of Commerce\):](#)

Institute : Govt. Bangla College, (Dhaka. University)
Group : Business Studies (BBS)
Board : Dhaka University.
Result : CGPA-2.37

Hair Secondary School Certificate (H.S.C)

School : K. Ali business management Institute, Rangpur.
Group : Business Studies.
Board : Dhaka.
Passing Year : 2013.
Result : G.P.A- 4.12.

Secondary School Certificate (S.S.C)

School : Kalupara Mahadipur High School.
Group : Science.
Board : Dinajpur.
Passing Year : 2011.
Result : G.P.A- 2.31.

Language Kills :

Bangla Native , English Fluent.

Computer Skill :

Microsoft Word, Microsoft Excel, MS Access, & Internet Browsing.

Personal Information :

Father's Name : Late. Premanandha Ray.
Mother's Name : Radha Rani Ray .
Date of Birth : 1st December, 1993.
Permanent Add : Vill-Mahadipur, P.o-Lohanipara,Thana -Badarganj,
Dist-Ranpur.
Sex : Male
Marital Status : Single
Religion : Sonatan.
Nationality : Bangladeshi.
Blood group : A+ (Ve)

Reference:

M.M. ELIAS ALI
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Rinku Ray

(Rinku Ray)

Cover Letter of Rinku Ray

Subject: Application for a Suitable Position in the Corporate Sector

Dear Sir/Madam,

I am writing to express my interest in a suitable position within your organization. With hands-on experience in banking, field data collection, reporting, and customer service, I am confident in my ability to contribute effectively to your team. I have worked with reputable organizations such as Dutch-Bangla Bank Limited, Bangladesh Institute of Development Studies (BIDS), and the National Service Program under the Government of Bangladesh.

During my tenure as **Assistant to the Relationship Officer at Dutch-Bangla Bank Limited**, I developed strong customer service skills, handled client queries, supported account opening, mobile banking services, and contributed to promoting banking products. This experience strengthened my communication abilities and enhanced my understanding of corporate operations and client management.

In my role as a **Field Enumerator at BIDS** for the Post Enumeration Check of the Economic Census 2024, I gained practical experience in field-level data collection, questionnaire handling, respondent communication, and maintaining data accuracy. Similarly, as a **Field Data Collection & Reporting Assistant under the National Service Program**, I worked with government projects related to agriculture, livestock, health, and youth development, where I was responsible for data monitoring and report preparation.

These professional experiences have helped me build strong analytical skills, attention to detail, teamwork capabilities, and the ability to work under pressure and meet deadlines. I believe that my diverse background, combined with my commitment to delivering high-quality performance, makes me a strong candidate for the corporate sector.

I am eager to bring my skills, professionalism, and dedication to your organization. I would appreciate the opportunity to discuss how my background aligns with your requirements.

Thank you for your time and consideration.

Sincerely,

Rinku Ray