

KAKON ADHIKARY

Present Address: 31 no S.K. Das Road, Gandaria, Dhaka- 1204 Contact: 01533883755

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Profile Summary:

I am Kakon Adhikary, a proactive and ambitious Management graduate with a strong foundation in business administration, leadership and organizational strategy. Skilled in planning, team coordination, communication, and analytical problem-solving, with practical experience gained through academic projects and collaborative initiatives. Demonstrates exceptional leadership, adaptability, and decision-making abilities in dynamic environments. Passionate about applying modern management practices to drive efficiency, innovation, and business growth. Eager to contribute to a progressive organization where I can grow professionally and make a meaningful impact through dedication, creativity, and strategic thinking.

Career Objectives:

To build a successful career in a dynamic organization where I can apply my management knowledge, leadership skills, and dedication to contribute to organizational growth while enhancing my professional development.

Experience:

Home Tutor [2018 – Running]

Self Employed
Dhaka, Bangladesh

Student Prefect [2024 – 2025]

Undergraduate Teaching Assistant - UTA New
Model Degree College

Education and Qualification:

Bachelor's Degree [2019 – 2025]

Institute Name : New Model Degree College (National University)
Subject : BBA(Hon's) in Management
CGPA : 2.96(Out of 4)

Higher Secondary Certificate (HSC) [2017 - 2018]

Institute Name : Dhaka Mahanagar Girls College
Subject : Science
CGPA : 3.08 (Out of 5)

Secondary School Certificate (SSC) [2014-2016]

Institute Name : Sher-E-Bangla Balika Mahavidyalaya
Subject : Science
CGPA : 4.06 (Out of 5)

Key Skills:

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| ☐ Business Planning & Strategy | ☐ Data Analysis & Reporting (Excel / Google Sheets) |
| ☐ Team Leadership & Coordination | ☐ Customer Relationship Management |
| ☐ Communication & Presentation Skills | ☐ Adaptability & Quick Learning |
| ☐ Decision Making & Problem Solving | ☐ Negotiation & Interpersonal Skills |
| ☐ Time Management & Multitasking | ☐ Critical and Analytical Thinking |
| ☐ Project & Event Management | |

☐ Organizational and Administrative Skills

COMPUTER LITERACY:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) for reporting, presentations, and data analysis
- Skilled in Google (Docs, Sheets, Slides, Forms) for team collaboration and documentation ☐ Experienced in Email Communication, File Management, and Internet Research ☐ Basic knowledge of Accounting and Data Management.
- Comfortable using Online Meeting Platforms (Zoom, Google Meet, MS Teams) for virtual teamwork and coordination.
- Administrative Support and Coordination

PERSONAL INFORMATION:

Name	: Kakon Adhikary
Fathers Name	: Kamal Kanti Adhikary
Mothers Name	: Kanchan Rani Sarkar
Nationality	: Bangladeshi
Date of Birth	: 28-Aug 2000
Marital Status	: Unmarried

REFERENCES:

Karimul Mowla Choudhury
Designation: Associate Professor
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New Model Degree College
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