



Mailing Address:

C/O: Ramen Roy

Village: Karagati, Post: Gopalganj Sadar-8100

Gopalganj Sadar, Gopalganj

Cell No: 01965-305495

E-Mail: royn85384@gmail.com

My Name:
PUJA ROY

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.

PERSONAL DETAILS

- ✦ Certificate Name : Puja Roy
- ✦ Father's Name : Ramen Roy
- ✦ Mother's Name : Lipi Roy
- Permanent Address: Village: Karargati, Post: Gopalganj Sadar-8100
Upazila: Gopalganj Sadar, Distrcit: Gopalganj
- ✦ Date of Birth : 30 July 2000
- ✦ Nationality : Bangladeshi (By birth)
- ✦ Religion : Hinduism
- ✦ Sex : Female
- ✦ Blood Group : B+
- ✦ Marital Status : Unmarried

Secondary School Certificate (S.S.C)

Institution	:	Bajunia Pancha Palli Banka Bihari High Schoo, Gopalganj
Board	:	Dhaka
Group	:	Science
Result	:	4.44
Passing Year	:	2015

Higher Secondary Certificate (H.S.C)

Institution	:	Govt. Bangabandhu College, Gopalganj
Board	:	Dhaka
Group	:	Science
Result	:	4.00
Passing Year	:	2017

Bachelor of Science (B.Sc)

Institution	:	Govt. Bangabandhu College, Gopalganj
University	:	National University
Subject	:	Mathematics
Result	:	3.24
Passing Year	:	2021

Master's of Science (M.Sc)

Institution	:	Govt. Bangabandhu College, Gopalganj
University	:	National University
Subject	:	Mathematics
Result	:	3.64
Passing Year	:	2022

COMPUTER SKILL

- ✧ Computer Office Program: MS. Word, MS. Power Point.
- ✧ Internet, Browsing.

LANGUAGE PROFICIENCY

- ✧ Bengali
- ✧ English

SKILLS & ABILITIES

- 🔗 Critical Thinking, Decision making, Problem solving skills.
- 🔗 Planning & organizing abilities.
- 🔗 Creative, insightful & innovative, Emotional intelligence.
- 🔗 Honest, Sincere and punctual in work.
- 🔗 Time Management in work.

INTERESTS

- 🔗 Reading, Writing, Magazine and Book.

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.

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(Puja Roy)

Date: