

Niketan Chakma

+8801558913988

niketanchakma7@gmail.com

T.T.C road, Rangamati



CAREER OBJECTIVES

"To secure a challenging position in a reputable organization where I can utilize my skills, contribute to the success of the company, and grow both professionally and personally."

EDUCATIONAL BACKGROUND

Graduation (BBA)	: National University CGPA: 2.69 Out of 4.00 Duration: 4(Four)Years
Higher Secondary Certificate	: Khagrachari Govt. College Group: Business Studies GPA: 2.92 Out of 5.00 Passing Year: 2016
Secondary School Certificate	: khagrachari Govt. High School Group: Business Studies GPA: 4.56 Out of 5.00 Passing Year: 2014

COMPUTER PROFICIENCY

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experienced in email management using Outlook and Gmail
- Competent in basic computer troubleshooting and problem-solving
- Familiarity with collaboration and communication tools (MS Team, Zoom)
- Basic Knowledge of accounting software (QuickBooks, Xero)
- Operating systems (Windows, macOS)

PERSONAL SKILLS

- Leadership
- Communication
- Critical thinking
- Teamwork and collaboration
- Adaptability
- Conflict resolution and negotiation

PERSONAL INFORMATIONS

Name : Niketan Chakma
Father's Name : Supan Chakma
Mother's Name : Radhika Chakma
Permanent Address : **Village:** Kamakuchara, **P.O:** Dighinala-4420, **District :** Khagrachari
Religion : Buddhist
Nationality : Bangladeshi
Blood Group : B (+) positive
Phone Number : 01558913988
Marital Status : Single

REFERENCES

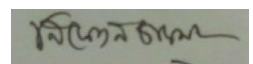
MOHAMMAD NURUL KARIM

Associate Professor

Rangamati Government
College, Rangamati

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E-mail: nkarim1977@gmail.com

“I hereby declare that the information given in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect at any stage; my candidature shall be liable for cancellation/termination.”



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Signature