



RAHUL ROY

Cell No: +880 1686-561284

E-mail : rahulnciit.bd@gmail.com

Mail Address: PurboSreemangal,

SKILLS AND QUALIFICATIONS

Photoshop, Leadership, Office operation, Customer Service,

TRAINING AND WORKSHOP

Workplace communication (English), Office applications, Internet research, IT support basics, PC assembling, OS installation & optimization, Basic networking, Software setup, Data backup & recovery, PC maintenance & troubleshooting.

× Computer Office Application

NCIIT Computer Training Institute

Sreemangal, Moulvibazar,

Dec 2016-Jun 2017 (6 Months)

#Training sub: M.S Word, M.S

Excel, M.S Power Point, M.S Access,

Internet Browsing.

Language Proficiency SKILLS

Bangla : Spoken: Fluent, Written: High

English: Spoken: Fluent, Written: High

Hindi : Spoken & listening

Rahul

Rahul Roy

CAREER OBJECTIVE

Motivated and detail-oriented professional with a strong background in office operations, customer service, and digital marketing to leverage leadership, communication, Computer, Teamwork and digital technology to contribute to organizational success. Eager to utilize my experience in team management, training, and business operations to drive growth and efficiency in a dynamic environment.

× WORKING EXPERIENCE

Organisation : Sinohydro Engineering Bureau 8 Corporation Ltd.

Position : HR & Accounts Assistant

Date : 23th July 2023 to 11th February 2024.

Organisation : BRAC.

Position : Credit Officer

Date : 15th February 2024 to 28th October 2025.

EDUCATION QUALIFICATION

S/N	Institution	Degree	Specialization	CGPA / GPA	Year
1	MOULVIBAZAR GOVT.COLLEGE	MBA	Accounting	2.69	2018
2	SREEMANGAL GOVT.COLLEGE	BBA	Accounting	2.74	2017
3	SREEMANGAL GOVT. COLLEGE	HSC	Business Studies	3.40	2012
4	MONAI ULLAH ADARSHA HIGH SCHOOL,	SSC	Humanities	3.13	2010

Personal Information:

- Name : Rahul Roy
- Father's Name : Jitendra Chandra Roy
- Mother's Name : Sabita Rani Roy
- Permanent Address : Vill: Purbo Sreemangal, P.O: Sreemangal P.S: Sreemangal, District: Moulvibazar.
- Present Address : Vill: Purbo Sreemangal, P.O: Sreemangal P.S: Sreemangal, District: Moulvibazar.
- Date of Birth : 01/02/1994
- NID : 2401803016
- Marital Status : Unmarried
- Gender : Male
- Religion : Hinduism
- Nationality : Bangladeshi
- Contact Number : 01686561284