



PROFILE

I am interested in working in a dynamic, challenging and service oriented organization. Where I can explore my creativity and utilize my work knowledge and skills properly. In my previous experience, I am a reliable service partner with a dedicated work ethic. Self-motivated to consistently deliver the best results with strict goals and deadlines. My achievements and goals are to work well with employees to determine requirements and provide excellent service.

EDUCATION

MBA- MANAGEMENT- 3.34 / 4.0

National University

2018-2019, Passing year- 2019

Masters of Business Administration

BBA - MANAGEMENT- 2.74 / 4.0

National University

Bachelor of Business Administration

2014-2015, Passing year 2018

HSC - BUSINESS STUDIES- 2.50 / 5.0

Nabinagar Govt College, Cumilla Board

Higher School Certificate-

Passing year 2013

SSC - BUSINESS STUDIES- 3.38 / 5.0

Nabinagar Pilot High School, Cumilla Board

Secondary School Certificate

Passing year 2011

JOYANTA SUTRADHAR



Email: joyantasutradhar16@gmail.com



Permanent Address: Andikot- Muradnagar- Cumilla- 3460

Present Address: B-20/ J Shahjahanpur Railway Colony, Dhaka
Bangladesh



+8801830901598 - 01635187572

EXPERIENCE-1

(From July 15-2023 to at present)

Mi Group of Company

Banani- Dhaka

Designation: Executive VAT TAX & Banking

EXPERIENCE-2

(From October 20-2019 to June 01-2022)

Sarbajonin Bohumukhi Kallyan Sangstha

Brahmanbaria - Nabinagar

Designation: Programme Organizer .

To improve the organization's finances, as a financial associate, my job was to find new customers and convert them into members of the organization. Disbursement of loans, new account of members, timely collection of loans and proper accounting.

SKILLS

- Strong work ethic and integrity.
- Maintenance Interdisciplinary team work.
- Interdisciplinary teamwork.
- Worksite induction.
- Service coordination.
- Practical work monitoring.
- Maintenance service understanding.
- Safety regulation.

LANGUAGE

English

Speaking, Writing,
Listening, Reading is good
- But as required at work.

TRAINING TITLE

- **PDCM- Professional Digital Content Management from-
(SEIP) Skills For Employment Investment Program.
English Language Training- from (WSDA)**
 - **Diploma in Computer Science (Post-E Center, Brahmanbaria)
MS Word, MS Excel, MS
Power Point, Canva Specialist, Video Editing Internet Etc.**
-

REFERENCE-1

Name : Prahalad shutra Dhar
Organization : Jamuna bank limited
Designation : Assistant Vice President
Address : Dhaka 1212, Gulshan Model Town.
Mobile : 01612750877
E-Mail : prahalad.shutra@jamunabank.com.bd
Relation : Industry-specific

REFERENCE-2

Name : Asim Roy
Organization : Abdus Sattar College
Designation : Lecturer
Address : Brahmanbaria sadar
Mobile : 01913770120
E-Mail : asimnu2012@gmail.com
Relation : Academic
