

CURRICULUM VITAE

Of

RANI KUMAR MAJUMDAR



Contact Number:	Mailing Address
Cell Phone: 01746-714368 01612-034562 E-mail: r.k.mojumder28@gmail.com	Rani Kumar Majumdar C/O- Dulal Chandra Majumdar Vill-Janaydanga (Railway Station) P.O-Ulipur,P.S-Ulipur, Dist-Kurigram

CAREER OBJECTIVE :

To establish a career in a reputable organization where I can apply my knowledge, computer skills, and dedication to contribute to organizational success, ensure efficient operations, and achieve professional growth.

EDUCATIONAL QUALIFICATION:

• Masters of Arts (M.A)

Name of Degree : M.A
University : National University
Institution : Carmichael College, Rangpur
Passing year : 2019
Result (CGPA-4.00) : **G.P.A- 2.53**

• Bachelor of Arts (B.A)

Name of Degree : B.A
University : National University
Institution : Kurigram Govt. College, Kurigram.
Passing year : 2013
Result : **3rd Class**

• Higher Secondary Certificate (H.S.C)

Board : Dinajpur
Institution : M/S School & College, Ulipur.
Group : Humanities
Passing year : 2010
Result (CGPA-5.00) : **G.P.A- 2.50**

• Secondary School Certificate (S.S.C)

Board : Rajshahi
Institution : M/S School & College, Ulipur.
Group : Humanities
Passing year : 2008
Result (CGPA-5.00) : **G.P.A- 2.25**

COMPUTER SKILLS :

Have good command over-

1. Operating system: Windows 98, Windows xp, Windows 2000-20010 & 2013.
2. Fundamental Applications: MS-word, Excel, Power Point.
3. Graphics design: Adobe Illustrator CS6, Adobe Photoshop CS8.
4. Internet Browsing.
5. Basic Networking.

TRAINING SUMMARY:

Training Title	Institute	Location	From Year	To Year	Duration
Computer Office Application	N. S. Amin technical institute	Ulipur, Kurigram	July 2023	December 2023	6 Months
Diploma in Computer Science	Barnamala Computer Education	Ulipur, Kurigram	July 2015	December 2015	6 Months
New Curriculum 2021	Dissemination of the New Curriculum Scheme	Ulipur, Kurigram	18/12/2023	27/12/2023	(18, 19, 20, 21, 22, 26 & 27) 7 days

SPECIALIZATION :

- Performance Appraisal Compensation & Benefits.
- Computer of graphics design, Ms word, Excel Etc.
- Type Speed :

Bangle	55 Word
English	45 Word

LANGUAGE :

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Good	Low

SPECIAL QUALIFICATION:

- Skilled in office administration and official correspondence
- Proficient in MS Word, Excel, PowerPoint, and Internet browsing
- Strong ability in report writing and documentation
- Efficient in data entry and database management
- Excellent communication and interpersonal skills
- Experience in team coordination and stakeholder management
- Ability to work under pressure and meet deadlines

WORK EXPERIENCE:

<u>Experience : 01</u> Computer Operator N.S Amin Residential School Ramdasdhoniram, Ulipur, Kurigram. From 01/09/2021 to Continue.	<u>Duties/Responsibilities:</u> 1. Typing 2. mail check, 3. Office work, 4. Presentation & Video Content Class making 5. CC camera maintenance, 6. Computer Hardware & Software Work, 7. Student Form fill-up, Registration, etc 8. School Documentary function of online work, etc.
<u>Experience : 02</u> Jr.Officer (HR & Admin) Sonic Prime Group (Factory) Uttar Mominpur, Sadar, Rangpur. From 22/11/2016 to 03/03/2020.	<u>Duties/Responsibilities:</u> 1. Report to Manager/Hr Manager/GM 2. Responsible for the application, renewal, and preservation of all types of certificates 3. Maintain & update HR records in data base & employee personnel file. 4. Prepare new employees appointment letter, ID Card, Etc. 5. Daily visit and follow up to the production floor. 6. Follow up housekeeping and cleaning. 7. Prepare daily attendance report. 8. Prepare Daily Duty Roster/Schedule. 9. Check and Prepare Overtime bills. 10. Follow up and ensure support staff uniform distribution. 11. Distributes and maintain stationary items. 12. Prepare show cause letter and maintain file. etc.
<u>Experience : 03</u> Computer Operator (Master Roll) Ulipur Women's Degree College Station Road, Janaydanga, Ulipur, Kurigram. From 31/03/2016 to 15/11/2016.	<u>Duties/Responsibilities:</u> 1. Question Typing 2. Mail check 3. Online work 4. Office work related letter Typing , 5. ICT Practical class etc.

PERSONAL INFORMATION:

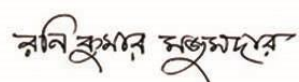
Name : Rani Kumar Majumdar
Father's Name : Dulal Chandra Majumdar
Mother's Name : Subarna Majumdar
Present Address : Janaydanga (Railway Station), Ulipur, Kurigram.
Permanent Address : Janaydanga (Railway Station), Ulipur, Kurigram.
Date of Birth : 23/12/1993
Sex : Male
High : 5 Feet 4 Inch
Wight : 80 Kg
Nationality : Bangladeshi
NID No : 7762004583
Religion : Hinduism
Marital status : Married
Spouse Name : Nandita Rani
Blood group : B+ (ve)

REFFARANCE:

<u>References : 01</u>	<u>References : 02</u>
Sree Debobroto ray Principal Ulipur Women's Degree College Cell No: 01714-333910 E-mail: umdc_ulipur@yahoo.com Profession	Moniruzzaman Deputy Director Bangladesh Bank Radhabollov, Dhap, Rangpur. Cell No: 01734-505315 E-mail: rumithu@gmail.com Family Friend

CAREER SUMMARY

I am an experienced Administration Officer with over 5 years in the Private Company sector. Skilled in project management, report writing, team coordination, and office administration. Proficient in MS Office and effective stakeholder communication. I am dedicated, organized, and committed to contributing to the growth and efficiency of any organization I work with.



Rani Kumar Majumdar