



SANCHITA RANI DAS

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ABOUT ME

I am looking for a position wherein I can utilize my skills, management and staff recruitment and provided me ample all my organizational experience I gained over time, to grow and to contribute in the most effective manner by being a key and an effective team player with unlimited loyalty and commitment.

EDUCATION

M.Ed (Master's of Education)

Institute: Govt. Teacher's Training College, Sylhet, Bangladesh

University: National University

Result: CGPA: 3.28 out of 4.00

Passing Year: 2023, Duration: 1 Year

B.Ed (Bachelor's of Education)

Institute: Govt. Teacher's Training College, Sylhet, Bangladesh

University: National University

Result: CGPA: 3.11 out of 4.00

Passing Year: 2020, Duration: 4 Years

Higher Secondary Certificate

Institute: Salutikar Degree College, Sylhet

Group: Humanities, Board: Sylhet

Result: GPA: 3.33 out of 5.00

Passing Year: 2016

Secondary School Certificate

Institute: Piyangul Kalimullah High School, Sylhet

Group: Humanities, Board: Sylhet

Result: GPA: 4.00 out of 5.00

Passing Year: 2014

WORK EXPERIENCE

01 February 2025 - 06 September 2025.

Counsellor

Fair Consultancy Firm

West World Shoping City, Zindabazar, Sylhet

11 July 2024 - 31 January 2025

Customer Service Officer

Sylhet Immigration & Consultancy Firm

Amborkhana, Sylhet

JOB RESPONSIBILITIES

- Provide guidance, advice, and counselling support to clients/customers.
- Handle inquiries, complaints, and service requests with professionalism.
- Maintain confidentiality and ensure customer satisfaction.
- Provide accurate information about services and processes.
- Keep records of interactions and follow-up when required.
- Build positive relationships and ensure quality service.

LANGUAGE SKILLS

- Mother Tongue (s): Bangla
- Other Language (s): English

PERSONAL DETAILS

Father's Name : Sajal Chandra Das
Mother's Name : Chonchola Rani Das
Blood Group : B+
Marking Feature : Black Hair
Skin Color : Bright Fair
Date of Birth : 28 June 1998
Nationality : Bangladeshi
Marital Status : Unmarried
NID No : 8703787146
Gender : Female

ADDRESS

 **Present Address**
Mirzajangal, Sylhet

Permanent Address
Salutikar, Gowainghat, Sylhet.

COMPUTER SKILLS

- Microsoft Office Package
- Basic Graphic Design
- Internet

INTERPERSONAL SKILLS

- Leadership
- Teamwork

INTERESTS

- Traveling
- Reading Books & Nobel