

BAPPY ADHIKARY

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Shaistaganj, Habiganj

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ABOUT ME

I am a motivated and responsible individual with strong communication skills and a positive work attitude. I have practical knowledge, adaptability, and a strong willingness to learn. I am seeking an opportunity where I can contribute to organizational growth while developing my professional skills.

WORK EXPERIENCE

ADVANCED CHEMICAL INDUSTRY (ACI CONSUMER BRANDS)

Position - Rural Development Officer
From 2025 - Present

Responsibilities:

- Manage sub distribution.
- Confirm primary sales
- Sales lead generate
- Brand promoting

PARROTS ACADEMY – MOULOVIBAZAR

Position - Front desk officer
from 2024-2025

Responsibilities:

- Greeting visitor
- Administration tasks
- Meetings

SEVEN STAR KG & HIGH SCHOOL – SHAISTAGANJ

position - Assistant Teacher
from 2021 to 2022

Responsibilities:

- Supervising students
- Make lessons
- Maintain Classroom safety

IMS (INTEGRATED MARKETING SERVICE LTD)

Position - Team lead officer
From 2019 sep to oct

Responsibilities:

- Brand communication
- Brand promoting
- Team lead

EDUCATION

NATIONAL UNIVERSITY

Pass degree (BBA (Honours) in
Management: 120/124 credits completed)

Year : 2020

BRINDABAN GOVT COLLEGE

Hsc | Business studies

Year : 2014

HABIGANJ GOVT HIGH SCHOOL

Ssc | Business studies

Year : 2012

EXPERTISE

- Computer basics (Ms word And Excel)
- English –Fluent written & speaking
- Administrative Efficiency
- Team Lead & Coordination
- Office Organization
- Task Prioritization

REFERENCE

Mamunur Rahman

Deputy manager (Head
office)ACI Centre, 245,
Tejgaon
ACI Limited company
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