



CHOYN CHANDRA DAS

E-mail : choynbd11@gmail.com

Phone : +880 1745 407 895

PROFESSIONAL SUMMARY

Hardworking and motivated student with strong study habits and a solid academic background. Eager to take on challenging assignments with dedication and focus. Quick learner with a keen interest in exploring new topics in depth. Brings advanced skills in Microsoft Office and a strong willingness to grow in both academic and professional settings.

EXPERIENCE

Position : **Manager**

Institute : Luknath Computer & Gift Corner, Goalabazar, Osmaninagar, Sylhet.

Duration: Feb 2021 - till

Position : **Office Management Assistant**

Institute : Merit Academy, Goalabazar, Osmaninagar, Sylhet.

Duration: January 2020 - January 2021

Position : **Computer Operator**

Institute : Memory Multimedia Production, Osmaninagar, Sylhet.

Duration: February 2019 - December 2019

KEY RESPONSIBILITIES:

- Organized and maintained office files and documents efficiently
- Managed employee schedules and delegated daily tasks
- Ensured proper use and maintenance of office equipment
- Handled communication through emails, phone calls, and meetings
- Maintained a clean, professional, and disciplined office environment

EDUCATION

Bachelor of Social Science (Pass)

Passing Year- 2022

Dakshin Surma Govt. College, Sylhet.

Higher Secondary Certificate Examination, 2019

Tajpur Degree College, Osmaninagar, Sylhet.

GPA : 2.50 (out of 5.00)

Secondary School Certificate Examination, 2017

Pailgoan B.N High School, Jagannathpur, Sunamganj.

GPA : 3.77 (out of 5.00)

LANGUAGES

- Bengali: First language
- English: Fluent.