



SOUROV CHAKRABORTI

PROFILE

To build a challenging and rewarding career in a dynamic and progressive organization where I can effectively utilize my academic knowledge in accounting, communication skills, and professional abilities to contribute to organizational success. I aim to gain practical experience, enhance my problem-solving and customer relationship management skills, and continuously develop myself both personally and professionally.

WORK EXPERIENCE

Sales Executive

Organization: Himaloya Baby Item

Location: Sreenagar, Munshiganj

Duration: 2021 – 2023

Responsibilities:

- Managing customer relations and sales activities
- Promoting products and achieving sales targets
- Maintaining customer satisfaction and handling queries

INTERPERSONAL SKILLS

- Active Listening
- Honesty & Integrity
- Negotiation Skills
- Confidence
- Teamwork
- Communication & Writing Skills

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- PowerPoint
- Email Communication
- Internet Browsing
- Multimedia Handling

CONTACT

☎ +88 01911712540

✉ sourovchakraborti@gmail.com

📍 Vill: Bhagyakul, P.S: Sreenagar,,
P.O: Bhagyakul, Dist:
Munshiganj

EDUCATION

Bachelor of Business Administration (BBA - Honours)

Subject: Accounting

Institution: Government Haraganga
College, Munshiganj

University: National University

Result: CGPA 2.66 (Out of 4.00)

Passing Year: 2023

Higher Secondary Certificate (HSC)

Group: Business Studies

Institution: Sreenagar Government
College

Board: Dhaka

Result: GPA 2.83 (Out of 5.00)

Passing Year: 2019

Secondary School Certificate (SSC)

Group: Business Studies

Institution: Bhagyakul Harendra Lal
High School

Board: Dhaka

Result: GPA 4.64 (Out of 5.00)

Passing Year: 2017

LANGUAGE

- Bengali: Native
- English: Good command in both spoken and written

EXTRA - CURRICULAR

- Actively participated in university cultural programs and social events
- Volunteered in local community service and social development activities
- Participated in group projects and team-based academic assignments
- Attended seminars, workshops, and awareness programs related to business and career development
- Engaged in event management and organizational activities during college/university programs
- Developed leadership and teamwork skills through active participation in co-curricular activities
- Maintained strong involvement in social communication and networking activities

PERSONAL INFORMATION

- Name: Sourov Chakraborti
- Father's Name: Rajib Chakraborti
- Mother's Name: Shipra Chakraborti
- Date of Birth: 05 March 2000
- Nationality: Bangladeshi (By Birth)
- Religion: Hindu
- Gender: Male
- Marital Status: Unmarried
- Blood Group: O+ (Positive)
- Height: 5'-7"
- Present Address: Vill: Bhagyakul, P.S: Sreenagar,P.O: Bhagyakul, Dist: Munshiganj
- Permanent Address: Vill: Bhagyakul, P.S: Sreenagar,, P.O: Bhagyakul, Dist: Munshiganj

DECLARATION

I am very much interested to work in your company. I promise that I shall try my level best almost satisfaction of authority. If you give me a change to proof my ability.


SIGNATURE