

RAZU KUMAR DAS



CONTACT

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OBJECTIVE

Motivated and dedicated B.B.S graduate seeking an entry-level position in a dynamic organization where I can apply my academic knowledge, develop professional skills, and contribute to organizational growth.

SKILLS

- 1. MS Word, Excel, PowerPoint
- 2. Basic Accounting & Finance
- 3. Communication & Presentation Skills
- 4. Teamwork & Time Management
- 5. Internet Browsing & Email Handling

INTERESTS

- 1. Travelling
- 2. Listening to music
- 3. Reading books
- 4. Watching movies
- 5. Enjoying sports

LANGUAGE

- 1. Bengali,
Excellent fluency in Speaking and writing.
- 2. English,
Moderate fluency in speaking and writing.

ACTIVITIES

- 1. I am properly performing all assigned activities.
- 2. I am following all the rules and completing my activities correctly.
- 3. I am responsibly handling all my activities and duties.

EXPERIENCE

ACI Electronic Limited.

Post : Sr

Operated and maintained electronic assembly machines.

12 Feb 2018 - 06 Jun 2021

Ensured production quality and timely target completion.

Remark HB Limited.

Post : QC

Conducted quality checks for production items.

4 May 2023 - 6 June 2024

Ensured compliance with company quality standards.

Reported defects and worked with teams to reduce errors.

M2M Global limited.

Post : Store Manager

I am fully following the rules and performing all tasks correctly.

11 July 2024 - 1 Aug 2025

EDUCATION

Bachelor of Business Studies (B.B.S—Pass)

National University

Passing Year: 2022

CGPA: 2.42 out of 4

Board: Dhaka.

Higher Secondary Certificate (H.S.C)

Maulana Bashani Degree College, Sirajganj

Group: Business Studies

Passing Year: 2016

GPA: 2.17 out of 5

Board: Rajshahi

Secondary School Certificate (S.S.C)

Sirajganj ML High School

Group: Science

Passing Year: 2014

GPA: 2.94 out of 5

Board: Rajshahi

DECLARATION

I confirm that to the best of my knowledge, the information given here is correct and complete.

SUMMARY

Strong motivation and commitment for work. Endurance to Work for long hours under pressure. Ability to work independently as well as team member.

Signature: _____

Razu

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