

UTPAL DUTTA

📍 19/A, Tantibazar, Kotwali, Dhaka-1100.

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✉ uttpal.dutta3298@gmail.com



CAREER OBJECTIVE

To work in an environment where there is an opportunity of self-assessment and improvement in both individual and groupbased jobs that frequently faces various critical challenges and serves the people with individual skills.

PROFESSIONAL EXPERIENCE

E-Square

August, 2018 - May, 2021

Executive (Panthapath Branch)

Panthapath, Dhaka

Roles & Responsibilities

- Prepare class schedule & execute it timely.
- Plan seminar & other promotional activities.
- To ensure student admission basis on monthly sales target.
- Student counseling for admission.

E-Square

May, 2021 - January, 2024

Branch Manager (Online)

Panthapath, Dhaka

Roles & Responsibilities

- Prepare class schedule & execute it timely.
- Plan seminar & other promotional activities.
- To ensure student admission basis on monthly sales target.

EDUCATIONAL QUALIFICATION

Bachelor of Social Science-B.S.S. (Pass)

2021

University : National University (Govt. BL College, Khulna)

CGPA. : 2.56 (Out of 4.00)

Higher Secondary Certificate-H.S.C.

2012

Board : Dhaka (K.L. Jubilee School & College, Dhaka)

Group : Business Studies

GPA. : 3.40 (Out of 5.00)

Secondary School Certificate-S.S.C.

2009

Board : Jessore (Habokhali Hamidunnesa Secondary School, Narail)

Group : Business Studies

GPA. : 2.81 (Out of 5.00)

COMPUTER SKILLS

MS Office (Word, Excel, Powerpoint), Typing (English 30/WPM, Bangla 20/WPM), Graphics Design (Photoshop, Illustrator), Internet Browsing, Primary Troubleshoot.

PERSONAL INFORMATION

Father's Name : Kartik Datta
Mother's Name : Archana Datta
Date of Birth : 20 November, 1993
Nationality : Bangladeshi
Religion : Hinduism
Gender : Male
Marital Status : Single
Blood Group : AB⁺
National ID : 824 929 5208
Present Address : 19/A, Tantibazar, Kotwali, Dhaka-1100.
Permanent Address : Vill: Narail, PO: Habokhali, PS: Narail Sadar, Dist: Narail.

TRAINING

Computer Fundamental Course (3 Month)

NYTSEC Computer Training Center, Rayshaheb Bazar, Dhaka.

SKILLS

Strong Communication (Ability to convey ideas clearly to all)

Adaptability (Flexibility to modify teaching methods based on individual student needs and learning styles.)

Subject Expertise (In-depth knowledge of the subjects being taught.)

Organization (Managing time and resources effectively to ensure smooth classroom operations.)

LANGUAGE PROFICIENCY

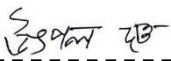
Language	Reading	Writing	Speaking
English	High	Medium	Medium

INTEREST

Willing to travel whenever I get enough time.

DECLARATION

I do hereby declare that the above information is true and correct to the best of my knowledge.


Signature

Date: 26/05/2026