



# ROKET RAY

## CONTACT ME

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-  Apurar Khata, Post: Pandul-5601, Ulipur, Kurigram

## COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Email Communication
- Internet Browsing

## KEY SKILLS

- Production Input Management
- Quality Control & Inspection
- Inventory & Record Management
- Product Assembly & Packaging
- Basic Machine Operation
- Report Preparation & Documentation
- Teamwork & Collaboration
- Attention to Detail
- Time Management
- Problem Solving
- Communication Skills

## ABOUT ME

To obtain a responsible and growth-oriented position in a reputed organization where I can utilize my skills in production support, quality control, and operational management. I aim to contribute effectively to the team with dedication, honesty, and hard work while enhancing my professional abilities through continuous learning and practical experience.

## WORK EXPERIENCE

### Input Man

Energypack Fashion Limited

Duration: May 01, 2015 – February 09, 2016 (9 Months)

Location: Monipur, Hotapara

- Received and distributed input materials on the production floor
- Prepared daily input reports
- Provided necessary support to the production team
- Maintained records and updated inventory

### Quality Inspection (QI)

Mahamud Fashion Limited

Duration: 6 Months (2018)

- Performed quality inspection of finished garments
- Identified defects and coordinated with the production team
- Ensured production meets required quality standards
- Prepared QC reports and maintained documentation

### Armacher

Grameen Distribution Limited

Duration: 4 Months (2020)

- Assembled and packaged products per specification
- Prepared items according to customer orders
- Operated machinery following safety and standard procedures
- Maintained consistent quality throughout production

## EDUCATION

### Bachelor of Business Administration (B.B.A – Accounting)

Institute: Mojida Adarsha Degree College, Kurigram

University: National University

CGPA: 2.76 (out of 4.00)

Passing Year: 2023

## TRAINING

### Computer Operation

Institute: Technical Training Centre,  
Kurigram

Duration: 6 Months (01 July 2019 – 31  
December 2019)

Result: Grade “A”

## INTERESTS

- ♦ Reading stories
- ♦ Watching informative content
- ♦ Social communication & friendship
- ♦ Newspaper reading

## COMMITMENT

- ♦ Committed to doing hard work
- ♦ Committed to accepting and completing challenging tasks

## LANGUAGE

- ♦ English
- ♦ Bangla

### Higher Secondary Certificate (HSC)

Institute: Ulipur Maharani Sarnamoyi School & College, Kurigram

Group: Business Studies

Board: Dinajpur

GPA: 2.86 (out of 5.00)

Passing Year: 2018

### Secondary School Certificate (SSC)

Institute: Pandul High School, Kurigram

Group: Science

Board: Dinajpur

GPA: 4.06 (out of 5.00)

Passing Year: 2015

## PERSONAL DETAILS

- ♦ Father's Name: Raton Ray
- ♦ Mother's Name: Anou Rani
- ♦ Date of Birth: 27 July 1998
- ♦ Sex: Male
- ♦ Religion: Hinduism
- ♦ Marital Status: Single
- ♦ Blood Group: A+
- ♦ NID No.: 4655606764
- ♦ Permanent Address: Village: Apurar Khata, Post: Pandul-5601, Upazila: Ulipur, District: Kurigram

## DECLARATION

I hereby declare that the information provided above is true and complete to the best of my knowledge and belief.

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SIGNATURE