

Nitanando Sharker

 Kamleshwardi, Boalmari, Boalmari, Faridpur 7860

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 riddhobba@gmail.com



Career Objective

To build a career in a reputable organization where I can utilize my education, communication skills, and dedication to contribute effectively while gaining professional experience and developing my career.

Career Summary

A motivated and hardworking graduate with good communication skills, computer knowledge, and the ability to work in a team. Interested in building a career in banking, NGO, and corporate sectors. Quick learner with strong dedication, honesty, and willingness to take responsibility.

Special Qualification

Good knowledge of MS Word, Excel, Internet Browsing, and Data Entry. Strong communication and interpersonal skills with the ability to work under pressure and meet deadlines. Self-motivated, sincere, and adaptable to new working env

Experience

Total Year of Experience: 0.3 yrs

1. Sales Assistant / Pump Operator (0.2 yrs)

(22 Feb, 2026 - Continuing)

Maliha CNG Dispenser

Dhaka

Area of Expertise

Sales & Marketing (3 months)

Duties/Responsibilities

Providing CNG service to customers efficiently Handling cash transactions and maintaining records Ensuring safety procedures during fuel dispensing Assisting customers and maintaining good communication Monitoring dispenser operation and reporting issues Maintaining cleanliness and discipline in the workstation Supporting daily operational activities of the station

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Accounting	National University	3.28 out of 4	2022	1	
Bachelor of Business Administration (BBA)	Accounting	National University	2.79 out of 4	2020	4	
HSC	Business Studies	Kadirdi College, Faridpur	3.5 out of 5	2016	2	
SSC	Business Studies	Yakub Ali High School, Boalmari, Faridpur	4.13 out of 5	2014	2	

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Office Application		Youth Training Centre	Bangladesh		2022	3 Month

Career and Application Information

Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, NGO/Development
Looking For : Mid Level Job
Present Salary : Tk. 9000
Expected Salary : Tk. 35000
Preferred District : Anywhere in Bangladesh
Preferred Organization Types : Banks, Investment/Merchant Banking, Manufacturing (Light Engineering and Heavy Industry), Training Institutes, NGO, Market Research Firms, Direct Selling/Marketing Service Company, Third Party Auditor (Quality, Health, Environment, Compliance, Micro-Credit

Skill

Fields of Skill	Description
• Time Management • Problem solving and decision making • communication and teamwork skills • Community Mobilization	Strong communication and interpersonal skills Proficient in client handling and customer service Experienced in field-level supervision and reporting Skilled in data collection, documentation, and record keeping Ability to work under pressure and meet targets Good knowledge of Microsoft Word, Excel, and internet browsing Teamwork and problem-solving ability Training coordination and community mobilization skills Fast learner with positive work attitude Able to manage office and field activities efficiently

Extra Curricular Activities

Participated in social awareness and community development activities Experienced in organizing training workshops and youth engagement programs Active in volunteer and teamwork-based activities Participated in educational and motivational programs Skilled in event coordination and communication activities Interested in social service and community support work Participated in career development and skill enhancement programs

Language Proficiency

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details

Father's Name : Dulal Chandra Sharker
Mother's Name : Sudha Rani Sharker
Date of Birth : 27 Dec, 1997
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 9580681063
Religion : Hinduism
Blood Group : A+

