

CURRICULUM VITAE

OF
UTPAL BISWAS

Mobile No: 01966-925367
G-mail: ubutpalbiswas770@gmail.com



Career Objective:

Intend to work in a challenging competitive environment where strong sense of responsibility and commitment is required, dignity of work provides job satisfaction and place of work provides potential avenues for career development in the organization.

Self Assessment:

- ✚ Sincere, punctual and dutiful to work.
- ✚ Have the ability to motivate and convince people.
- ✚ Have the ability to work under pressure and achieve the target goal.
- ✚ Optimistic, confident and benevolent as a person.
- ✚ Communicative and friendly.

Educational Qualification:

Master of Business Administration (MBA)

- ❖ University : National University
- ❖ Name of the Institute : Barishal Govt. College, Barishal.
- ❖ Subject : Management
- ❖ Passing Year : 2021
- ❖ Section : 2019-2020
- ❖ CGPA : 2.89 (out of 4.00)

Bachelor of Business Administration (BBA)

- ❖ University : National University
- ❖ Name of the Institute : Govt. S.K. College, Ramdia.
- ❖ Subject : Management
- ❖ Passing Year : 2019
- ❖ Section : 2015-2016
- ❖ CGPA : 2.80 (out of 4.00)

Higher Secondary Certificate (H.S.C)

- ❖ Name of the Institute : Kadambari Union Mahabidyalaya
- ❖ Group : Business Studies
- ❖ Passing Year : 2015
- ❖ GPA : 4.33 (out of 5.00)
- ❖ Board : Dhaka

Secondary School Certificate (S.S.C)

- ❖ Name of the Institute : RadhaKanta High School
- ❖ Group : Business Studies
- ❖ Passing Year : 2013

❖ GPA : 3.94 (out of 5.00)
❖ Board : Dhaka

Academic Background:

- ✚ Has excellent intellectual ability.
- ✚ Has excellent ability to work in groups.
- ✚ Ability to learn quickly.
- ✚ Ability to interface effectively at levels.
- ✚ Hard working habit.

Computer Skill:

- ✚ Microsoft Office: MS Word, MS Excel, Power Point, Editing.
- ✚ Internet: Searching, Browsing and Download.

Language Proficiency:

- ✚ English: Have a Reading, Speaking & Listening.
- ✚ Bengali: Mother tongue.

My Belief:

- ✚ I can do my job effectively and efficiently. My job always time responsibilities.

Personal Information:

✚ Fathers Name : Sharat Biswas
✚ Mothers Name : Kusum Biswas
✚ Present Address : Vill: Kalabari, P.O: Kalabari,
P.S: Kotalipara, Dis:Gopalganj-8110
✚ Permanent Address : Vill: Kalabari, P.O: Kalabari,
P.S: Kotalipara, Dis: Gopalganj-8110
✚ Date of Birth : 05/06/1997
✚ Marital Status : Unmarried
✚ Gender : Male
✚ Nationality : Bangladeshi (By Birth)
✚ Nid Number : 3301515700
✚ Religion : Hindu
✚ Height : 5.3''
✚ Blood Group : O (+)

Declaration:

I Hereby confirm & solemnly declare that the information given above is authentic, complete and correct to the best of my knowledge and belief I am also prepared to submit any additional information/documents if required.

Reference

- | | |
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| 1. Ashok Malakor
Junior Accountant
EIN: 23862
M: 01844-504454 | 2. Uddab Gupta
Microfinace Officer
EIN: 21065
M: 01313-366065 |
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Utpal Biswas

Signature of

Date: 18.02.2026