

SUSMITA BHOWMICK

SOCIAL SCIENCE GRADUATE & OFFICE MANAGEMENT PROFESSIONAL

Mobile: 01878785543
Email: susmitabhownickh@gmail.com
Address: Swapan Master Bari, Vill: Sreepoddi, Beezbag, Senbag, Noakhali 3862

CAREER OBJECTIVE

To serve in a challenging and dynamic position in a growth-oriented organization with a vision of development where job satisfaction and career development could be achieved, and to build myself as an effective employee to enhance organizational networking leveraging my proactive skills.

SPECIAL QUALIFICATIONS

- **Leadership & Management:** Strong ability to lead, motivate individuals or diverse teams, and efficiently plan and execute programmatic operations.
- **Communication:** Proficient in group formation and facilitating collaborative group discussions.
- **Fieldwork Proficiency:** Experienced in strategic site selection and systematic data collection methodologies.

ACADEMIC QUALIFICATIONS

Degree	Concentration / Major	Institution	Year	Result
Bachelor of Social Science (BSS)	Social Science	Laxmipur Govt. College	2021	2.71 / 4.00
HSC	Business Studies	Laxmipur Govt. Girls College	2018	2.17 / 5.00
SSC	Business Studies	Bijoy Nagar High School	2013	3.88 / 5.00

PROFESSIONAL TRAINING

Training Title	Topics Covered	Institute & Location	Duration	Year
Computer Training	Microsoft Office Suite, Internet Browsing, Basic Graphics	Laxmipur Ideal Computer Training Centre RS Tower (4th Floor), Sadar, Laxmipur	1 Year	2020

SKILLS & APPLICATION INFORMATION

Core Skills: Office Management, Basic Finance, Data Entry, Computer Operation

Preferred Job Categories: Data Entry / Computer Operator, Pathologist / Lab Assistant

Preferred Organization Types: Government / Semi-Government / Autonomous Bodies, NGOs, Travel Agencies

Preferred Districts: Chattogram, Lakshmipur, Noakhali

Expected Salary: Tk. 24,000

LANGUAGE PROFICIENCY

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

PERSONAL DETAILS

Father's Name: Nani Gopal Bhowmick

Mother's Name: Beauti Rani Bhowmick

Nationality: Bangladeshi

National ID (NID): 1502687849

Height / Weight: 1.58 m / 48 kg

Date of Birth: 22 Nov, 1996

Gender / Marital Status: Female / Married

Religion:Hinduism

Blood Group: B+

REFERENCES

Pujan Chandra Majumdar
Designation: Assistant General Manager (AGM) - Finance & Accounts
Organization: Sea Beach Services & Traders Ltd.
Address: 58, S.Alam Center (4th Floor), Agrabad C/A, Chattogram-4100
Mobile: 01714064257
Relation: Relative

Dr. Abu Sina Syed Tareq
Designation: Professor (Sociology)
Organization: Lakshmipur Govt. College
Address: Shamsarabad, Ward No: 8, Lakshmipur
Mobile: +8801554335065
Email: asstareq@gmail.com
Relation: Academic