



To Career Objective

To make optimum utilization of acquired knowledge & skills and to contribute in the best possible way for the betterment of the organization and self. Also have a considerable experience in human relations and customer service work.

Work Experience

❖ Financial Associate of Metlife Bangladesh.

- From May-2022 to till date.
- Roles & Responsibilities: Collect 3 customer for every month and complete this target within 25 days of month.

❖ Probationary Officer of Sandhani Life Insurance Company Ltd.

- From September 2021 to May 2022.
- Roles & Responsibilities: Updating accounts payable and check out expired document or file. All are doing with sincerely and send to head office time to time.

❖ Field Officer of Determination of House number – 2019 (for 3 months)

❖ Enumerator of Census and Household Enumeration-2021 (for 15 days)

❖ Office Assistant of Oxford Spoken English & Famous+ University Coaching Centre.

- From July-2013 to Dec-2019.
- Roles & Responsibilities: Managing class structure and all officials work. Used to do the work with great responsibility and sincerity.

Academic Qualifications:

S/N	Institution	Degree	Specialization	GPA	Year
1	Sreemangal Govt. College, Sylhet (NU)	BSS	Political Science	3 rd Division	2016
2	Sreemangal Govt. College, Moulvibazar	HSC	Humanities	2.60	2011
3	Goal Nagar High School, B-Baria	SSC	Humanities	3.63	2009

Professional Skills:

- **Oral and Written Skills communication skills** – Very good at communication skill.
- **Marketing Skills** - 3 years experience for maintaining 2 Online Business Page. Where serving as admin rules. There are 3 to 5 posts per day and constant communication with customers.

- **Customer Service** – 3 years experience on offline & online marketing. Where I am always trying to maintain customer satisfaction.
- **Team Work Skill** - Determination of House numbers & Census and Household Enumeration where gather and achieved a good teamwork experience. As a result, we are completed our target within fixed time.
- **Computer Skill** - Have a good basic knowledge on MS office, Email Handling, Inbox handling and Internet Browsing.
- **Language Skills** - Have a good fluency in Bengali & English.

Extra-Curriculum Activities

- ❖ **Cashier in T.S.S.** From 2017 – At Present
 - Managed an Event for Winter Cloths giving to poor and helpless people.
 - Distributed food grains to helpless people during the Corona Period.
- ❖ **Member of Vivekananda Shiksha Sanskriti Porishod** from 2021 - Present.
 - Organization and active participation in 3-day blood donation program.

Training, Seminar and Workshop

- Diploma in Computer Course for 6 months at Upazilla Community E-centre.
 - Basic knowledge on MS Word, Excel & PowerPoint and basic Commands etc.
- Digital Marketing for 3 months in Coders Trust Bangladesh.
 - Expert in Digital marketing for online business or others online income.
- Graphic Designer for 2 months in Anudip Foundation.
 - Basic knowledge on Graphic Designing.
- 4 days workshop on Brac Career Hub.
 - Where learn about that what qualifications and qualities a job seeker needs and how to prepare yourself accordingly much more.

Personal Information:

- Father's Name : Late. Anil Roy
- Mother's Name : Rekha Roy
- Date of Birth : 03rd January 1992
- Blood Group : B+ (Positive)
- Nationality ID : 4623643949

Reference-1

Name: Bablu Roy
 Designation : Unit Manager
 Company name : Metlife Bangladesh
 Mobile no : 01609-376027
 Email : bally7@gmail.com

Reference-2

Name: Chinmoy Chowdhury
 Designation: Astrologer and Civil Engineer
 Institution: Astro Pamist Centre
 Mobile no.: 01612-124892
 Email: astrosyl@gmail.com

Statements of Honesty:

I hereby do declare that the above mentioned particulars are true and correct to the best of my knowledge.

Signature/Date.....

(Anik Roy)