

# Resume

## **RAJIB KUMAR SAHA**

Cell : 01537197432

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### **Career Objectives:-**

In the beginning of career I'm highly desired to work in a reputed organization where I shall be able to explore my capabilities and gradually develop knowledge, skill and abilities to perform duties and responsibilities efficiently and effectively to add values to my organizations where I will find ample scope and opportunity to work and to promote to a significant position.

### **Educational Qualification:-**

#### **Master of Business Administration (M.B.A):**

|                 |                          |
|-----------------|--------------------------|
| Institution     | : Laxmipur Govt. College |
| Subject         | : Accounting             |
| Result          | : CGPA 3.00 out of 4.00  |
| Year of Passing | : 2017                   |
| University      | : National University    |

#### **Degree Pass Course :**

|                 |                          |
|-----------------|--------------------------|
| Institution     | : Laxmipur Govt. College |
| Subject         | : B.B.S                  |
| Result          | : 2 <sup>nd</sup> Class  |
| Year of Passing | : 2014                   |
| University      | : National University    |

#### **Higher Secondary Certificate (H.S.C):**

|                 |                          |
|-----------------|--------------------------|
| Institution     | : Laxmipur Govt. College |
| Year of Passing | : 2011                   |
| Board           | : Comilla                |
| Group           | : Business Studies       |
| Result          | : GPA 3.40 out of 5.00   |

#### **Secondary School Certificate (S.S.C):**

|                 |                                            |
|-----------------|--------------------------------------------|
| Institution     | : Laxmipur Adrasha Samad Govt. High School |
| Year of Passing | : 2009                                     |
| Board           | : Comilla                                  |
| Group           | : Business Studies                         |
| Result          | : GPA 4.06 out of 5.00                     |

### Language Skill:-

Good command over English & Bengali (Mother Tongue) in reading, writing, speaking, & listening.

### Computer Skill:-

- |                  |                                      |
|------------------|--------------------------------------|
| 1. Environment   | : Windows 7, Windows 10.             |
| 2. Office Suit   | : MS Word, MS Excel, MS Power Point. |
| 3. Communication | : Internet, E-mail.                  |

### Personal Information:-

- |                      |                                                                                                       |
|----------------------|-------------------------------------------------------------------------------------------------------|
| 1. Name              | : Rajib Kumar Saha                                                                                    |
| 2. Father's name     | : Ukil Chandra Saha                                                                                   |
| 3. Mother's name     | : Rita Rani Saha                                                                                      |
| 4. Mailing Address   | : C/O : Santos Dofadar Bari, Vill : Samserabad,<br>P.O : Laxmipur-3700, P.S : Sadar, Dist : Laxmipur. |
| 5. Permanent Address | : C/O : Santos Dofadar Bari, Vill : Samserabad,<br>P.O : Laxmipur-3700, P.S : Sadar, Dist : Laxmipur. |
| 6. Date of Birth     | : 20/10/1991                                                                                          |
| 7. Place of Birth    | : Laxmipur                                                                                            |
| 8. Nationality       | : Bangladeshi (By birth)                                                                              |
| 9. Religion          | : Sanaton (Hindu)                                                                                     |
| 10. Sex              | : Male                                                                                                |
| 11. Marital Status   | : Unmarried                                                                                           |
| 12. Height           | : 5'-6"                                                                                               |

### Announcement:-

I do hereby declare that the particulars provided here are true and no misinformation is given.



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Signature

Date :