

CURRICULUM VITAE

SYTEN SHARMA

Address: Vill: Mahanpur, P.O: Mahanpur, P.S: Birganj, District: Dinajpur
Mobile: 01611798535
Email: soyttensharma@gmail.com

Career Objective

To work in a challenging and competitive environment where I can utilize my skills, knowledge, and experience effectively for organizational success while developing my professional career.

Self Assessment

- Sincere, punctual, and responsible at work
- Able to motivate and communicate effectively with people
- Capable of working under pressure and achieving targets
- Good teamwork and classroom management skills

Working Experience

Volunteer

Good Neighbors Bangladesh

Duration: 2 Years

Major Responsibilities:

- Maintaining daily leave and attendance records
- Conducting motivational sessions
- Classroom teaching and student support
- Time management activities

Sponsorship Service Supporter

Good Neighbors Bangladesh

Duration: 1 Year

Major Responsibilities:

- Leave and attendance record keeping
- Data posting and data verification
- Voucher preparation
- Child file update and data entry

Educational Qualification

Master of Social Science (M.S.S)

University: National University

Institute: Bhawal Badre Alam Govt. College

Subject: Social Science

Passing Year: 2022

Result: CGPA 2.88 out of 4.00

Bachelor of Social Science (B.S.S)

University: National University

Institute: Bhawal Badre Alam Govt. College

Subject: Social Science

Passing Year: 2021
Result: CGPA 2.85 out of 4.00

Higher Secondary Certificate (H.S.C)

Board: Dinajpur
Institute: Birganj Govt. College
Group: Business Studies
Passing Year: 2016
Result: GPA 3.92 out of 5.00

Secondary School Certificate (S.S.C)

Board: Dinajpur
Institute: Mahanpur Adarsha High School
Group: Science
Passing Year: 2014
Result: GPA 4.31 out of 5.00

Computer Skills

- MS Word
- MS Excel
- MS PowerPoint
- Internet Browsing

Language Proficiency

Fluent in Bengali and English (Speaking & Writing)

Personal Information

Father's Name: Dhananjoy Sharma
Mother's Name: Mala Rani Sharma
Date of Birth: 12 April 1997
Religion: Sanatan
Marital Status: Married
Blood Group: A+ Positive
Nationality: Bangladeshi

Declaration

I hereby declare that all the information stated above is true and correct to the best of my knowledge and belief.

Signature

SYTEN SHARMA