



SANJOY CHANDRA DAS

Phone

01729766806

Date of Birth

03-07-1997

Address

VILL:NAIRPAR P.O:PURBADHAIR UPAZILA :
MURADNAGAR DISTRICT :CUMILLA
DIVISION :CHITTAGONG

OBJECTIVE

To start my professional career in a progressive company where I can use my skills, educational background, and hard work to contribute to the company's success while gaining valuable corporate experience.

SKILLS

- Technical Skills: Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Professional Email Communication, Data Entry & Analysis.

Professional Skills: Office Administration, Project Coordination, Client Relationship Management, Documentation & Reporting.

Interpersonal Skills: Effective Communication, Problem-Solving, Time Management, Team Collaboration, Adaptability under pressure.

Language Proficiency: Bangla (Native), English (Professional).

CONTACT

✉ DSANJOY345@GMAIL.COM

in <https://www.linkedin.com/in/sanjoy-das-8b14b4412>

ADDITIONAL INFORMATION

Willing to relocate anywhere in Bangladesh for job requirements.

EXPERIENCE

Fresher (No Professional Experience)

- Quick Learner: Ready to apply academic knowledge and dedication to a professional corporate environment.
- Adaptability: Eager to learn new tasks quickly and adapt to company culture and guidelines.
- Commitment: Fully committed to contributing to the company's growth while developing long-term professional skills.

EDUCATION

2023	NATIONAL UNIVERSITY MASTERS OF ARTS(MA) IN ENGLISH RESULT: RESULT AWAITED(EXAM COMPLETED)
2022	NATIONAL UNIVERSITY BACHELOR OF ARTS 2.41
2015	BADIUL ALAM COLLEGE HIGHER SECONDARY CERTIFICATE 4.25
2013	AZIFA KHATUN HIGH SCHOOL SECONDARY SCHOOL CERTIFICATE 4.81

PROJECTS

Academic Presentation & Research

- Developed and delivered academic presentations on English Literature and Communication Skills.
- Conducted group research projects as part of the academic curriculum.

ACHIEVEMENTS & AWARDS

Academic Excellence: Achieved good academic scores throughout school and college levels.

Extracurricular Award: Won prizes in school/college level essay writing and debate competitions.

ACTIVITIES

Blood Donation: Active member of local blood donors network.

Event Management: Actively participated in organizing cultural programs and sports events during college life.

Available to join immediately

INTERESTS

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- Reading
- Travelling
- Learning New Things

LANGUAGE

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- Bangla: Native / First Language
- English: Professional / Fluent in Speaking and Writing

Social Work: Volunteered in local community cleanliness and social awareness campaigns.

PUBLICATION

Contributed articles and creative writing pieces for college magazines and wall-magazines.

Signature: 
SANJOY CHANDRA DAS