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ABHIJIT BHATTACHARJEE

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Career Objective:

To develop a career in a professional and challenging environment that ensures me the best use of my knowledge, skills, efficiency and creativity

Career Summary:

Conducted 12 weeks internship in Pubali Bank Limited. Learned about many primary level and useful practical banking functions during this period.

Special Qualification:

1. Very impressive communication skills.
2. Highly proficient in using MS Office applications.
3. Fluent in speaking, writing and reading in English.
4. Impressive interpersonal skills.
5. Team player
6. Willing and able to do multi-tasking.

Employment History:

Total Year of Experience : 0.3 Year(s)

1. Intern (January 10, 2013 - April 11, 2013)

Pubali Bank Limited

Company Location : Sylhet

Department: General Banking, Foreign Exchange

Duties/Responsibilities:

- I. Receiving cheques and pay order vouchers.
- II. The process of account opening and closing, transfer of account.
- III. Activities like drafting letters or any other papers.
- IV. Assisting customers with necessary information.
- V. Collecting necessary papers from customers such as- photocopy of National ID card, Passport, Trade License etc.
- VI. Inputting data to and retrieving necessary information from PBIS.
- VII. Activities in the Accounts and Cash Counter Section.
- VIII. Activities in the Dispatch Section.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance & Banking	Metropolitan University, Sylhet	CGPA:3.97 out of 4	2014	1 year	Highest CGPA holder of the batch(MBA 17th) & one of the highest CGPA holders of all time of MU.
BBA	Finance & Banking	Metropolitan University, Sylhet	CGPA:3.96 out of 4	2013	4 years	Highest CGPA holder of the batch (BBA 18th.)
HSC	Science	Sreemangal Govt. College, Moulvibazar	CGPA:3.9 out of 5	2007	-	-
SSC	Science	Bhunabir Dasharath High School, Sreemangal, Moulvibazar	CGPA:4.25 out of 5	2005	-	-

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 15,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : Banks, Insurance, Telecommunication, Manufacturing (FMCG), NGO, Multinational Companies, Group of Companies, Research Organization

Extra Curricular Activities:

I. Worked as the treasurer in Business Club of Business Administration Department for two terms. II. Acted as team leader for the debate team of Business Administration Department that became Runner-up in the Inter-department Debate Championship: 2011 III. Have been an active member of Leadership Development Forum, Debating Club, Prothom-Alo Bondhusova since beginning. IV. Participated in the Metropolitan University Research Conference 2012. V. Participated in a 3 day workshop on organized by Leadership Development Forum (LDF) of the University

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium

Personal Details :

Father"s Name : Arun Kumar Bhattacharjee
 Mother"s Name : Namita Chakrabarty
 Date of Birth : October 12, 1989
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Sanaton
 Permanent Address : Village: Boulasir, P.O.: Mirzapore-3214, P.S.: Srimangal, Dist.: Moulvibazar
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Jamal Uddin	Md. Mizanur Rahman
Organization	: Metropolitan University, Sylhet	Metropolitan University, Sylhet
Designation	: Assistant Professor	Assistant Professor
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Relation	: Academic	Academic
