

Applied For: **IT Executive (BSc/ Dip in CSE)**

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BIJOY CHANDRA SARKER

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Career Objective:

Intent to work in a challenging and creative environment, where strong sense of responsibility and commitment is required. I wish to contribute my knowledge, efficiency and creativity in strengthening your organization and besides.

Special Qualification:

BSc in Computer Science & Engineering.

Employment History:

Total Year of Experience : 4.8 Year(s)

1. Officer. (February 10, 2015 - Continuing)

Palmal Group Of Industries (Aswad Composite Mills Ltd.)

Company Location : 121, Block-H, Beraiderchala, Sreepur, Gazipur.

Department: IT & MIS

Duties/Responsibilities:

To be prepared by daily and monthly dyes & chemical costing report using pivot table, vlookup & others excel formula.

Daily mail corresponding with responsible person.

To prepared by other important report using pivot table, vlookup & others excel formula.

Other necessary work as per instruction of higher authority.

2. Officer. (February 3, 2014 - February 5, 2015)

SM Group of Company (SM Knitwears Ltd.)

Company Location : Shirirchala, Bhabanipur, Joydevpur, Gazipur.

Department: IT & HR.

Duties/Responsibilities:

To be prepared by daily attendance report with ERP software, To be prepared by monthly employees leave update with ERP software, New joining employees data input with ERP software, To be prepared by monthly salary sheet with ERP software, Other necessary work as per instruction of higher authority.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Science (BSc)	Computer Science & Engineering	International Business Administration And Information System University	CGPA:3.38 out of 4	2017	3 Years	Successfull
Diploma in Engineering	Computer Technology	Comilla Polytechnic Institute	CGPA:3.57 out of 4	2013	4 Years	Successful.
S.S.C. (Vocational)	Mechanical Technology	Daudkandi Adarsha High School	CGPA:4.36 out of 5	2009	2 Years	Successful.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
The Industrial Attachment Training Program.	Database Administration (Oracle 10g)	Triangle Training Center,	Bangladesh	Link Road, Badda, Dhaka	2013	Three months
The Microsoft Office Training Program.	MS Office (MS Word, MS Excel, MS Access, MS Power Point, MS Outlok)	Pranto Computer Center,Daudkandi.	Bangladesh	Daudkandi, Comilla	2009	Three months

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 18,000
Preferred Job Category	: Garments/Textile, IT/Telecommunication, Data Entry/Operator/BPO, Data Entry/Computer Operator, Other Special Skilled Jobs
Preferred District	: Chattogram, Cumilla, Dhaka, Gazipur, Mymensingh, Narayanganj, Pabna, Sylhet
Preferred Country	: Italy, Malaysia, Saudi Arabia, United Kingdom, United States, Australia, Austria, Cyprus, Singapore, United Arab Emirates
Preferred Organization Types	: Banks, Advertising Agency, Design/Printing/Publishing, Software Company, ISP, Computer Hardware/Network Companies, Govt./Semi Govt./ Autonomous body, Engineering Firms, Security Service, Call Center, Cement Industry, Mobile Accessories

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium
Hindi	Low	Low	Medium

Personal Details :

Father's Name : Netish Chandra Sarker
Mother's Name : Nomita Rani Sarker
Date of Birth : May 23, 1993
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Hindu
Permanent Address : Vill. Uttar Satanandi, P.O. Daudkandi, P.S. Daudkandi, Dist. Comilla.
Current Location : Gazipur

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mahbub Alam	Md. Shanowag
Organization	: Comilla Polytechnic Institute	Comilla Polytechnic Institute
Designation	: Head of the Computer Department	Senior Instructor (Nontack)
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Relation	: Academic	Academic