

RASEL BISWAS

Mobile : +88 01931-397 333 or 01747-00 93 94
E-mail : biswasrase996@gmail.com
LinkedIn : <https://www.linkedin.com/in/biswasrasel>
Skype ID : biswas.rasel
Age : 21 Years (08-06-1996)
Blood Group : A+
Father's Name: Ashraf Ali Biswas
Mother's Name: Halima Begum
Mailing Address: House-M8, East Merul Badda, Dhaka
Permanent Address: Betkhor, Chandaikona, Sherpur, Bogra



Career Objective:

To use my knowledge, skills and attitudes in the best possible way for achieving the company's goals.

Career Summary:

More than 2 years job experience in the Sikkha Sohayota Prangon as an efficient office executive in the field of education.

Area of Interest:

Filed visit, Digital Communication, Computer, Financial Planning and Strategy, IT, Networking, Programming, Project Management, Sales & Marketing, Inventory Management, Merchandising, Banking, Accounts, Finance,

Personal Attributes:

- Strong perception
- Excellent analytical skills
- Strong leadership and patience full skills
- Excellent interpersonal and communication skills
- Able to give the best result in pressure situations
- Excellent in presenting and make people understand
- Exceptional Communication skills in written and verbal both
- Strong ability to take decision in responsibility & Strong perception
- Ability to manage time and priorities workload to ensure efficient delivery of task

Strength:

- Adaptability, hardworking, flexibility, self-motivated etc.

Weakness:

- Straight forward Sensitive, Talkative, Believable etc

Job Experiences: 3 years

1. Company Name: 360 degree total solution Ltd. (www.tsl.com)

Designation: Junior Executive

Duration: 1 Year (Mar 2015 – April 2016)

Reported to: Managing Director (01747-910 939)

2. Company Name: Sikkha Sohayota Prangon

Designation-2: Office Executive

Duration: 2 Years (Nov 2015-Aug 2017)

Reported To: Chairman (01711-200 835)

3. Company Name: Star Tours

Designation-3: Sales & Marketing Executive

Duration: Present (Aug 2017)

Reported To: CEO (01720-168 758)

Overall Job responsibilities:

- Maintaining Cash Book, Ledger every day.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Managing office-keep clean, tidy and up to date reading material every day.
- Managed attendance, leaves, absenteeism of company staff and prepare daily report.
- Integrated new marketing and advertising strategies for the company.
- Successfully maintained existing client relations through effective communication every day.

Achievement:

- Built brand awareness through online marketing campaigns and event marketing.
- 10% growth in sales and 15% growth in gross profit in last year.
- Contributed to the company's growth of 20% year by year.
- Improved office efficiency by updating database, provided backup support to other departments which was highly admired by the reported supervisor.

Academic qualification:

Exam Title	Major	Result	Board	P. Year	Duration
BBA (running)	Finance & Banking	N/A	National University	2021	4 Years
HSC	Business Studies	4.60	Rajshahi	2014	2 Years
SSC	Business Studies	4.31	Rajshahi	2012	2 Years

Training/Workshop Summary:

SI	Topic	Duration	Institute	Year
1.	Time Management	Day long	360Total Solutions Ltd.	July 2015
2.	7 Habits	Seven day long	Prangon	January 2016
3.	Self Awareness & Wellbeing	Six day long	Freedom Within	March 2017
4.	Career Development	Day long	Insitute of Professional Development Programs	September 2017

Extra-Curricular Activities:

- Arranged study tour of 200 students in 2011
- Former Member of blood donation at Quantum Foundation.
- Arranged program of farewell party in 2008, 2009 & 2011
- Former Captain of "Betkhor Cricket Team" in 2012-2015
- Factory Visit: Aman Group (on May 5, 2015), Hams Group (on Jun 16, 2015)
- Arranged 4 marriage ceremonies program of 600 people in my whole life
- Arranged International Mother language & Victory Day in 2010 and 2011
- Leadership Experience: Led the Department Cricket Team (2012- 2015)
- Worked as a representative in the stall of 360 Total Solution during the Int. building summit.
- Teaching Experience: Taught as House Tutor since 2011-present & 1Year in a Coaching Center

Language proficiency:

Bengali: Native proficiency

English: Professional working proficiency

Digital Skills:

- Internet, Browsing, E-mailing, Social Media etc.
- MS Office Package: Micro Soft Word, Excel, PowerPoint etc.
- Maintenance, Monitoring and Others IT Related Service etc
- Operating System: Windows-98, Windows XP, Windows-2007, 2008, 2010
- Setup/Maintenance/Distribution of Wired/Wireless LAN/Internet/Proxy
- Computer Fundamentals, Application, Hardware Installation & Troubleshooting

References:

Name: Dr. Kali Prasanna Das Head of Philosophy & Psychosocial Counselor Organization: Saver University college, Dhaka E-mail: kpdhaka123@gmail.com Mobile: 01711-200835 Relation: Professional	Name: Nasima Akter Counselor & Psychosocial Therapist Organization: Ain o Salish Kendra (ASK) Mobile: 01774727050 Relation: Professional
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Declaration & Authenticity:

I do hereby declare that the information given above is true of my knowledge.

Your faithfully,

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(RASEL BISWAS)

Date: 21-12-2017