



## Biplob Roy

North Bagbari, House no  
212, Sylhet Sadar

Sylhet-3100

Date of Birth: 1st January  
1992

Nationality: Bangladeshi

Mobile: + 8801687233764

Email: roy.biplobbd71@  
gmail.com

### Summary:

Positive thinker, patient, cooperative and optimistic in nature. Embodied with a vast knowledge of business strategies and operations in different environments, with a background in business studies as well as general science. Adoptive nature toward globalization, technology, changes in the modern world with fundamental knowledge in different sectors like evolving information technology, data science, information systems, economics, environmental ethics, industrial psychology, e-commerce and many more.

### Education:

#### # Bachelor of Business Administration

Major in Human Resources management

Leading University Sylhet,

Bangladesh, 2016

CGPA: 3.01 out of 4.00

#### # Higher Secondary Certificate

Group: Science

Sylhet Government College, Sylhet 2010

GPA: 4.20 out of 5.00

#### # Secondary School Certificate

Group: Science

Rifles Public School, Sylhet 2008

GPA: 4.75 out of 5.00

### Experience:

#### # Teacher

##### Alokbortika Coaching Center

Modina Market, Sylhet. | Jan 2014- May 2016

Responsibility:

- Coaching College level students to prepare for university admission tests
- Administrative works like class scheduling, computer operations, exam paper evaluation etc.

## # Assistant officer (CPV)

### Paragon Credit & Collection Services

Purana Paltan 60/A, Dhaka 1000. | Jun 2016-Oct 2017

#### Responsibilities:

- \* Working in line with the loan and credit section officers of different banking and financial institution.
- \* Collecting information and organize them based on the standard code of company policy and deliver the report to the head office related to the decision support system.
- \* Direct visits and company products promotion and information verification.

## Language:

# Bengali: Proficient in reading, writing, listening and speaking.

# English: Good command over listening, reading, speaking and writing skills with IELTS overall band score 6.5.

## Skills:

- \* Good knowledge in computer operating with knowledges in MS Office (data analyzing & visualization in EXCEL, Report Making, Presentation slide making), Basic Knowledge of Web design and relevant coding(HTML,CSS), Digital Marketing etc.
- \* Good Communication skills with clarity and concision.
- \* Leadership skills developed due to participation in different cultural or university programs.
- \* Knowledge of corporate culture developed while working in paragon and internship in Jamuna Bank Ltd.

## References:

Digbijoy Dutta  
Manager, Sonali Bank Limited  
SUST branch, Sylhet.  
Cell: 01717509028

Bidhan Kanti Roy  
Assistant Food visitor  
Ministry of Food, Bangladesh  
Cell: 01681023192