

DIJENDRO SINGHA

Address: Vill : Pranjal, Purbasha R/A, Post Office: Sreemangal, Post Code: 3210, Thana :

Sreemangal, Dis : Moulvibazar.

Mobile : 01703-000123

e-mail: htdijen@gamil.com

Career Objective:

To build up career in a renowned Company/Organization where there is an environment to expose myself for well being of the Company and myself as well.

Career Summary:

Activator (IT Section)

From 18th August, 2013 to till 12th March, 2016.

Haque Traders

Grameenphone Authorized Distributor

38, Nahar Vila , Housing State.

Sreemangal, Moulvibazar.

Duties/Responsibilities

1. QA and QC daily report in-code, 2. Daily knitting and Linking production report in-code, 3. Make the buyer comments about the inspection. 4. Make the pre-production meeting report, 5. Make the PO. Summary. 6. Make the store report (out-in product), 7. Co-ordinate the SIM activation, 8. Update the route plan, 9. Making performance report, 8. Sale confirmation, 9. Follow up the pending report.

MISO (IT Section)

From 6th April, 2016 to till 10th August, 2017.

1. Orbit Distribution

Fair Distribution Limited Authorized Distributor

1st Floor Mohsin Plaza, Collage Road.

Sreemangal, Moulvibazar.

2. Startel

Fair Distribution Limited Authorized Distributor

3rd Floor RK Complex, Central Road.

Moulvibazar Sadar, Moulvibazar.

Duties/Responsibilities

1. QA and QC daily report in-code, 2. Daily knitting and Linking production report in-code, 3. Make the pre-production meeting report, 4. Make the PO. Summary. 5. Make the store report (out-in product), 6. Co-ordinate the Handset MCS activation 7. Making performance report, 8. Sale confirmation, 9. Follow up the DMS Pending report.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Session
S.S.C	Science	The Buds Residential Model School & College	4.66	2008	2006-2008
H.S.C	Science	The Buds Residential Model School & College	3.70	2010	2008-2010
B.B.S	Commerce	National University	Continue		

Work experience

Fields of Specialization	Description
• Data Entry Operator (Both English & Bengali)	Office 2010 (Microsoft Word, Excel, Access, PowerPoint), Adobe Photoshop, Internet & E-mail etc.
• Web Designing (6 month)	html5, css3, Javascript, jquery, Bootstrap, Wordpress Theme Customization & Market Place.

Extra Curricular Activities:

Music, Badminton, Traveling, Photography, Swimming & Browsing Internet.

Language Proficiency:

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

Personal Details :

Father's Name : DABENDRO SINGHA

Mother's Name : SUCHITRA SINGHA

Date of Birth : JAN 01, 1991

Gender : MALE

Marital Status : UNMARRIED

Nationality : BANGLADESHI

Religion : SANATAN

Permanent Address : VILL: KATABIL, POST OFFICE: PATHRAKHOLA, POST CODE: 3222, THANA: KAMALGANJ, DISTRICT: MOULAVIBAZAR.

Current Location : VILL: PRANJAL, PURBASHA R/A, POST OFFICE: SREEMANGAL, POST CODE: 3210, THANA: SREEMANGAL, DISTRICT: MOULAVIBAZAR.

Reference (s):

Amrita Kumar Singha
IT Officer
Grameenphone Distribution House
Vanugash Branch, Kamalganj
Moulvibazar
Mobile NO : 01740-620300

Ashish Paul
Territory Manager
Moulvibazar Territory
Fair Distribution Limited
Moulvibazar.
Mobile NO : 01714-739956

Best Regards,
Dijendaro Singha.