



# **Resume** *Of* **Sanju Halder**

Contact to:

**Cell: +880 1979-175084**

**+880 1613-272737**

**E-mail: sanjuhalder64@gmail.com**

To,

Recruitment Manager,

Sir,

As an experienced employee, I would develop and discharge the responsibilities associated with the given post with absolute loyalty. While reviewing the job requirements, I was excited to see that my qualifications and personal traits align with your needs and mission.

I bring a set of talents that I believe will be valuable to your Organization. In my official enhancement role, I honed my abilities in process improvement and training, providing a solid foundation for the said post. My service potential strength, people-centric nature and eagerness to please have afforded me excellent innovation skills.

I am excited to contribute my strengths and proficiency in leadership toward your team efforts. As an extroverted and personable communicator with a proven track record in project management, my focus on building strong professional relationships has been a valuable asset throughout my career.

Please review my resume for a complete collection of my work history and accomplishments. I would like to schedule an interview at your earliest convenience and will contact you next week to check on your availability. I look forward to discussing how my personality and work history fit the designated role.

Thank you for your time and consideration.

Sincerely,  
Sanju Halder

**ADDRESS**

House no-Sopthodipa-22,R/A  
Jamtola, Sylhet.  
Cell: 01979-175084, 01613-272737  
E-mail: sanjuhalder64@gmail.com

**CAREER OBJECTIVE**

To seek challenging job in a competitive environment where my knowledge and ability can be utilized to yield the maximum benefit to the organization as well as myself and want to work as a dedicate, devoted, dynamic and energetic employee.

**ACADEMIC CREDENTIALS****Masters of Business Studies (MBS)**

Institution : MC College.  
University : National University  
Subject : Management  
Result : Appeared

**Bachelors of Business Studies (BBS)**

Institution : Madan Mohon College.  
University : National University  
Passing Year : 2013  
Result : Second Class

**Higher Secondary Certificate (HSC)**

Institution : Madan Mohon College.  
Board : Sylhet  
Passing Year : 2010  
Result : GPA 2.60 (Out Of Scale 5.00)  
Group : Business Studies.

**Secondary School Certificate (SSC)**

Institution : Rasamay Memorial High School .  
Board : Sylhet  
Passing Year : 2008  
Result : GPA 3.31 (Out Of Scale 5.00)  
Group : Business Studies.

**SKILLS****Computer Literacy**

- Have good skills on MS Word, MS Excel, MS Power Point,
- Have good typing skills
- Sound knowledge in Internet & Networking,

**Language and Communication Skills**

- Have good communication skills on both written & spoken English

## EXPERIENCE

- (01.01.2012 to 30.04.2015) Accounts Officer Of First Lead Securities Ltd, East Mirabazar Extension Branch, Sylhet.
- (01.05.2015 to 31.12.2015) Huawei Brand Consultant Of Huawei Smart Phone Brand, Sylhet.
- (01.01.2016 to 28.02.2017) Samsung Experience Consultant Of Samsung Smart Phone Brand, Sylhet.
- (01.05.2017 to 30.06.2018) Export Quality Inspector & Production In-charge Of Maltex Industries Ltd. (as a Member of Ravian Group, LLC), Dhaka EPZ, Bangladesh.
- (01.08.2018 to 31.03.2019) Accounts Manager & Tele Sales Executive Of London Till Rolls Call Center (as a member of London Till Roll, 74 Ben Johnson Rd East London, Post Code - E1 3NN), Sylhet, Bangladesh.
- (01.04.2019 to 31.03.2020) Executive Teacher Of a English Medium Private School, Sylhet.
- (01.04.2020 to Till Now ) Distribution Business Manager Of Bismillah Computers (Authorised SME Distributor Of Robi Axiata Ltd. & Airtel Bangladesh Ltd.) ,Sylhet.

## PERSONAL DETAILS

- Father's Name : Shalil Ranjan Halder.
- Mother's Name : Sheba Halder.
- Date Of Birth : 24 September 1991
- Nationality : Bangladeshi By Birth
- Sex : Male
- Marital Status : Single
- Religion : Hindu
- Home District : Sylhet
- Permanent Address : 22, Sopthodipa, R/A, Jamtola, Sylhet-3100.
- Present Address : 22, Sopthodipa, R/A, Jamtola, Sylhet-3100.
- National ID No : 3727811741

## REFERENCES

### Abdus Samad

Branch In-Charge  
First Lead Securities Ltd.  
East-Mirabazar Ext. Branch.  
Contact: 01733-607969.

### Ujjal Kumar Roy

Lecturer Of Accounting  
Chattak Degree College  
Chattak, Sunamgong.  
Contact: 01922-602020

## DECLARATION

I confirm that, to the best of my knowledge, the information given here is correct.



Sanju Halder

Date: 20/04/2022