



Resume *Of* **Sanju Halder**

Contact to:

Cell: +880 1613-272737

+880 1979-175084

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 is 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. 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: 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 Technology Ltd, Sylhet.
- (01.01.2016 to 28.02.2017) Samsung Experience Consultant of Samsung Electronics Ltd, Sylhet.
- (01.05.2017 to 30.06.2018) Export Quality Inspector In-charge Of Maltext Industries Ltd. (as a Member of Ravian Group, LLC, and USA), Dhaka EPZ, and Bangladesh.
- (01.08.2018 to 31.03.2019) Accounts Manager of London Till Rolls Call Center (as a member of London Till Roll, 74 Ben Johnson Rd, East London, Post Coad - E1 3NN), Sylhet, Bangladesh.
- (01.04.2019 to 31.03.2020) Executive Teacher of an English Medium Private School, Sylhet.
- (01.04.2020 to 31.05.2022) Distribution Manager of Robi Axiata Ltd., Sylhet.
- (01.06.2022 to Till Now) MIS Cum Documentation & Accounts Officer of SSKS (Sylhet Samaj Kollyan Sangstha) ,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,Sophodipa,R/A, Jamtola, Sylhet-3100.
- Present Address : 22,Sophodipa,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.

Muzammel Haque Chowdhury

Propietor
Bismillah Computer
Authorised SME Distributor
Robi Axiata Ltd.
Contact:01610-106060

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: 24/11/2022