

# VASHKAR BHATTACHARJEE



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D.O.B: November 25, 1992  
Blood group: O (+ve)  
Home District: Sylhet

**Career Objective:** To work with sincerity and integrity in a challenging atmosphere by obtaining practical experience where my knowledge and skill will significantly contribute for growth and development and to achieve the organization's goal by dedicating my whole effort.

## Employment History:

Jan, 2019- till date Public Relation Officer  
Top Soft IT, Zindabazar, Sylhet.

### Job responsibilities:

- To work closely by becoming a bridge between two organizations.
- To plan publicity strategies and campaigns.
- To prepare product proposal for customers and prepare project quote.
- To convince clients by presenting own products pros and cons.
- To maintain good relationships with other business organizations.
- To contact the clients over the phone call, social media platform and by paying a visit.
- To respond to the queries of the clients and provide instant support.
- To oversee the smooth delivery issues of the product.
- To commission or undertake relevant market research.

Jan, 2018-Dec, 2018 English Language Teacher (class ii-viii)  
Seabreeze International School, Gulshan-1, Dhaka.

### Job responsibilities:

- To conduct classes by planning and preparing lesson plan.
- To prepare monthly report on students' performance.
- To maintain grade sheets.
- To support others' by being a supervisor and instructor to demonstrate the activity more accurately.
- To follow all the academic responsibilities related to students' exam, parents' dealing and other duties as the position requires.

### Expertise Skill:

- Ability to size up a situation through creative thinking and bring up new ideas to the table.
- Motivating others through proper instruction and interaction to make them more engaged and result oriented.
- Ability to manage time and being flexible.
- Working as an active member of a team and to support others through lively engagement and utmost effort.
- Strong and self-motivated personality with particular professionalism to achieve the target by adapting the situation and to co-operate others by maximal dedication.

### Education:

2017	M.A in English (Major in Applied Linguistics & E.L.T), BRAC University, Dhaka. <b>Result: 3.13 out of 4.00</b>
2013	B.A (Hon's) in English (Major in English Literature), M.C College, Sylhet. <b>Result: 2.79 out of 4.00</b>
2009	H.S.C (Major in Science), Scholarshome, Sylhet. <b>Result: 4.20 out of 5.00</b>
2007	S.S.C (Major in Science), Sylhet Govt. Pilot High School, Sylhet. <b>Result: 4.31 out of 5.00</b>

**Presentation:** M.A thesis presentation on the topic ‘**Hybrid classes: Orientation of the Technology in present ESL classes in Primary Level.**’

**Language:** IELTS on 14<sup>th</sup> March, 2019 from IDP Bangladesh.  
**Score: 7.0** (Listening: 8, Reading: 6.5, Writing: 6, Speaking: 6.5)

**Computer Skill:** Successfully completed a three months course on ‘MS Office Application’ from a Govt. authorized institution.

**Interests’:** \* Team work      \* Sports      \* Travelling      \* Movie

### References:

#### Goutam Kumar Bhattacharya

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