

**Curriculum Vitae
Of
Joy Robi Das**
Mobile: +8801796-654303
E-mail: joyrobidas@yahoo.com
House No 52/B, Sheikghat, Sylhet 3100



Career Objective:

To develop a career in a professional and challenging environment that ensures me the best use of my knowledge, skills, efficiency and creativity and where there is an opportunity of self-assessment and improvement through gathering & sharing knowledge.

Academic Credentials:

Higher Secondary Certificate (H.S.C)

Institute : Sylhet Central College
Board : Sylhet
Group : Business Studies
Passing Year : 2019
GPA : 3.08

Secondary School Certificate (S.S.C)

Institute : Rasamoy Memorial High School
Board : Sylhet
Group : Business Studies
Passing Year : 2015
GPA : 3.33

Computer Skills:

- Have a good knowledge of basic computer skills. Like Microsoft Office, Microsoft Word, Microsoft Power point, Microsoft Excel, Microsoft Access, Email, Internet Browsing, Adobe Photoshop.

Personal Skills:

- Possess effective written and verbal communication skills
- Ability to perform tasks independently as well as part of a team
- Good motivator with excellent presentation skills
- Ability to handle multiple tasked and solve customer queries efficiently
- Possess excellent monitoring and supervisory skills
- Goal oriented and ability to set goals as well as meet objectives
- Possess excellent customer service skills

Job Experience:

- I have been a Computer Operator in Pen & Pencil Stationary for the last Four years.
- 4 months working experience as Office Assistant at RDRS Bangladesh, Second Chance Education Project. From January to April 2018

Language:

In Both English & Bangla

Training Information:

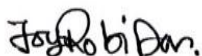
Training Title	Institute Name	Duration
Certificate in Computer Office Application	Skill Development Training Center, urban Social Services Office, Sylhet.	3 Month

Personal Details:

- Name : Joy Robi Das
- Father's Name : Nandolal Rabi Das
- Mother's Name : Basonti Rabi Das
- Date of Birth : 17th July 1999
- Nationality : Bangladeshi (By Birth)
- Sex : Male
- Marital Status : Unmarried
- Religion : Hinduism
- Blood Group : B+ (Positive)
- Height : 5'8" (Five Feet Eight Inch)
- Home District : Sylhet
- Present Address : House No 52/B, Sheikghat, PO: Sylhet Sadar – 3100.
- Police Station : Kotwali, District: Sylhet.
- Permanent Address : As Above

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, this curriculum vitae correctly describes me, my qualifications and my professional experiences.



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Signature
(Joy Robi Das)
Date: