

Last Updated : **January 4, 2019**

## **METUN CHANDRA DAS**

Address: Nhakal para, Mohakhali, Dhaka  
Home Phone: 01811666549  
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### **Career Objective:**

A highly motivated individual want to develop that career. Strong desires for leading an honest life with dignity. Want to work in an organization sincerely and contribute to organization development and personal fulfillment.

### **Special Qualification:**

Networking : LAN, MAN, WAN,  
Trouble Shooting : Hardware & Software, Application Software Installing & problem Solving.  
MS Office: MS Word, MS Excel, MS Power Point , Outlook etc.  
Graphics : Photoshop , Illustrator

### **Employment History:**

**Total Year of Experience : 8.1 Year(s)**

#### **1. Data Entry Officer (MIS) ( June 1, 2015 - March 31, 2018)**

##### **Unifill Group ( Aman Knittings Ltd.)**

Company Location : Hemayetpur , Savar, Dhaka

Department: MIS

##### **Duties/Responsibilities:**

Looking For:- All kinds of MIS Software related work. Word- Typing (Bangla 35 & English 50) Drafting all kind of Official letter and other typing task, Excel - (Quality defect analysis report, Daily Profit & loss report, Daily production report, Hourly Production report, Daily Quality report (Line Wise) Excel work), Daly Buyer BPM System Software update ( Style & Size wise) Weekly CMD report, . Photoshop: - Scan & Editing Work in Photoshop. Software & Hardware Troubleshooting, TCP, IP, Networking (LAN), User support.

#### **2. Computer Operator (HR & MIS) ( February 1, 2010 - April 30, 2015)**

##### **Concord Group**

Company Location : Gulshan -2, Dhaka

Department: MIS & HR

##### **Duties/Responsibilities:**

Looking For:- MS Office:- Word- Typing (Bangla 35 & English 50) Drafting all kind of Official letter and other typing task, Excel - Contractor Bill, IPC Bill, Monthly budget, Muster budget ,Progress Report, Monthly Store Inventory Report, Over time sheet, salary sheet Other Excel work), indent Top sheet making , Photoshop :- Editing Work in Photoshop. All kinds of MIS Software related work. Software & Hardware Troubleshooting, TCP,IP, Networking(LAN), User support.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Diploma in Computer Science & Engineering	Computer	Institute Of Computer Science & Technology	CGPA:3.3 out of 4	2009	4 Year	Engineering
SSC	Commerce	Dasher Hat R. R High School.	CGPA:3 out of 5	2005	-	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Networking	LAN	PCS.	Bangladesh	Mirpur. Dhaka.	2008	3 Month

### **Professional Qualification:**

Certification	Institute	Location	From	To
Hardware & Software.	Global Computer	Feni	February 13, 2006	August 2, 2006

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 18000  
 Expected Salary : Tk. 21,000  
 Preferred Job Category : IT/Telecommunication  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization :  
 Types

### **Specialization:**

Fields of Specialization	Description
• OpenOffice	1. Windows XP, Windows Vista, Redhat Linux, Application Software Installing and Troubleshooting. 2. Able to solve any problem Hardware & Software. 3. Computer Hardware Install & Troubleshooting. 4. Adobe Illustrator. Adobe Photoshop 5. Computer Application (Microsoft Office) 6. Internet Browsing. 7. Networking & LAN. Control 50 PC Networking

### **Extra Curricular Activities:**

1. Ms Word ( Type Speed 45 & 35 WPM), Excel, 2. Illustrator (Banner, Card, design). 3. Photoshop (Any Work of Photoshop).

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Sunil Chandra Das  
Mother"s Name : Arati Bala Das  
Date of Birth : November 28, 1988  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Hindu  
Permanent Address : House :- Jurpukur Bari, village: Chorshavikary, Kazirhat, Sonagazi,  
Feni 3933  
Current Location : Dhaka

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