

Ovijit Dey



Cell:01717683276

01671613141

Email: ovijit01@gmail.com

PERSONAL STATEMENT

A professional, friendly and courteous who has a track record of getting tasks/projects done on time and to the highest standards. I am someone who takes great pride in my work, and who as a self-motivated team player is able to take responsibility for delivering to tight deadlines. I have a wide range of valuable transferable skills gained through study, volunteering and sports that can be used across various job roles and functions. One of my strongest competencies is ability to manage several projects at the same time, this coupled with her superb communication skills, makes her an ideal candidate for your position. Right now I am looking for a suitable entry level position with an employer who cares strongly about the personal and professional development of their employees and who has on-going programs designed to nurture, develop and promote individuals to their maximum potential.

ACADEMIC QUALIFICATION

Bachelor of Science (Engineering)

Institution

Session

Result

: Computer Science and Engineering

: Sylhet International University

: 2011-2015

: CGPA 3.27 out of 4.00

Higher Secondary Certificate (H.S.C)

Institution

Board

Result

Year of Passing

: Science Group

: Sylhet Govt. College

: Sylhet Board

: CGPA 3.30 out of 5.00

: 2009

Secondary School Certificate (S.S.C)

Institution

Board

Result

Year of Passing

: Science Group

: Blue Bird High School & College

: Sylhet Board

: CGPA 4.44 out of 5.00

: 2007

Course SUMMARY

Course Title	Topic	Institute	Country	Location	Year	Duration
CCNA	CCNA 200-125	New Horizons	Bangladesh	Dhanmondi, Dhaka	2017	3 Months

PROFESSIONAL EXPERIENCE

11/2016	Chief Operating Officer (IT & HR) Raya's Event Management Asad Gate, Mirpur Road, Dhaka.
5/2016-10/2016	IT Executive, Daimart Clothing PLD Dhanmondi, Dhaka.
6/2015-2/2016	Call Center Executive, Till Roll Call Center Ambarkhana, Sylhet.
2014	Freelancer, www.upwork.com
2012-2013	Sales Executive, Fast Aid Technology Banglalion Communications Ltd. Sylhet, Bangladesh.

OTHER ACTIVITIES

2015	Master Trainer, Word No-13 NGO-Islamic Relief Bangladesh Sylhet, Bangladesh.
2013	Reciting in Carubak, Sylhet, Bangladesh.
2010-2012	Reciting in Taronnyo Songhoton, Sylhet, Bangladesh.
2010	Assistant General Secretary, Shanonda Khelaghor Asor, Khelaghor Sylhet, Bangladesh.
2006	Trained Volunteer, Fire Service & Civil Defence Sylhet, Bangladesh.
2006	Communicative Volunteer, Word No-13 NGO-Islamic Relief Bangladesh Sylhet, Bangladesh.

LANGUAGE SKILL

English and Bangli both are known with reading, writing and speaking.

PERSONAL ABILITIES

- ❖ Cheerful and helpful with colleagues and classmates.
- ❖ Highly motivated to expand knowledge and skills.
- ❖ Good speaking, writing, reading and listening skill in English language.

INTERESTS

Reciting, Listening To Music, Reading Books, Traveling, Social activities.

COMPUTER SKILLS

- ❖ Operating System: Windows 8/7/XP, Linux.
 - ❖ Internet: Browsing Internet, Email and Searching Information using various search engines (Google, Yahoo Etc).
 - ❖ Office Management: Microsoft Word 2007/2010, Microsoft Excel 2007/2010, Microsoft PowerPoint 2007/2010, Microsoft Access 2007/2010.
 - ❖ Programming language: C, C++, Java, VB6
 - ❖ Adobe Photoshop, Adobe Illustrator.
 - ❖ Web Development: Html, CSS, Php, Mysql, Word press.
 - ❖ Computer Network System: IT related network system, connect more than one computer with sub-netting system.
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PERSONAL DATA

Name	: Mr Ovijit Dey
Father's Name	: Mr Sajal Dey
Mother's Name	: Mrs. Bejoy Lucky Dey
Present Address	: 155 Surma Vellay, Topkhana, Sylhet.
Permanent Address	: Do
Date of Birth	: 1 st November, 1990
Nationality	: Bangladeshi (By Birth).
Religion	: Hindu
Marital Status	: Single.
Sex	: male.
Mobile	: 01717683276

REFERENCE

Dr. Kh. Md. Mominul Haque

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Sylhet International University
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Nandan Bhattacharjee

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Ripon Kumar Dey

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Date:

Signature

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Ovijit Dey