

Last Updated : **April 7, 2018**

NIRMOL SINGHA

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Career Objective:

A challenging career in dynamic and progressive organization where my creative talents and innovative can be utilized.

Career Summary:

Cashier with 2+ years of experience, Executive Administrative Assistant with 2+ years of experience and nearly 4+ years in Computer Operating and Data Entry.

Special Qualification:

A drive to perform, patience, accepting challenging work, willingness to learn and heard working.

Employment History:

Total Year of Experience : 7.6 Year(s)

1. **Office Executive (February 1, 2018 - Continuing)**

Surma Prokasoni

Company Location : 7/3 Surmarket, Sylhet
Department: Administration

2. **Computer Operator (February 1, 2013 - May 31, 2015)**

Sylthe Kidney Centaur

Company Location : Madhusahid, Sylhet
Department: Data Entry

3. **Cashier (March 1, 2010 - September 30, 2012)**

Kamlavander Mega Bazar Limited

Company Location : Nayasarak, Sylhet
Department: sales

4. **Office Executive (January 1, 2008 - November 30, 2009)**

Merit Home

Company Location : Jamtola, Sylhet
Department: Administration

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Science (BSc)	Business Studies	Madan Mohan College, Sylhet	Third Class	2012	3
HSC	Business Studies	Madan Mohan College, Sylhet	CGPA:1.8 out of 5	2007	2
SSC	Business Studies	The Aided High School, Sylhet	CGPA:2.5 out of 5	2003	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Post Graduate Diploma in Computer Science & Engineering	MS-(Word, Excel, Access, Power Point), Hardware engineering, Internet browsing, graphic design, visual basic	National Youth Development Training Center	Bangladesh	Sylhet	2009	2 years
Certificate in database programming	Computer Short Course	Bangladesh Technical Education Board, Dhaka	Bangladesh	Sylhet	2009	6 Months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 12000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Data Entry/Computer Operator
 Preferred District : Sylhet
 Preferred Country : United Kingdom, United States
 Preferred Organization : Design/Printing/Publishing, IT Enabled Service, BPO/ Data Entry Firm, Computer Hardware/Network Companies, Hospital, Developer

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • HTML5 & CSS3 • jQuery • PHP • MySQL • Java Script

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High
Hindi	Low	Low	High

Personal Details :

Father"s Name : Nilmoni Singha
Mother"s Name : Mollika Singha
Date of Birth : January 1, 1985
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Hindu
Permanent Address : Chayataru - 7, Lamabazar, Sylhet - 3100
Current Location : Sylhet Sadar
