

Last Updated : **June 28, 2018**

RINKU BHATTACHARJEE

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DIST:SYLHET
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Career Objective:

Looking for a dynamic job

Career Summary:

Looking for a dynamic and challenging job where i will get opportunity to implement my skills and knowledge and can prove expertise to build up my career.

Special Qualification:

Data Entry & Computer Based Management Information Systems (CBMIS) Operation. The major topics covered in the course were Computer Fundamentals, Computer Application, Computer Management, Networking , Troubleshooting & CBMIS Operation

Employment History:

Total Year of Experience : 6.4 Year(s)

1. **COMPUTER DATA ENTRY & ACCOUNT (November 1, 2017 - Continuing)**

SONY RANGS

Company Location : Sony - Rangs, 3rd floor Latifcenter, Zundabazar Sylhet

Duties/Responsibilities:

Maintain Cash Book , Data Entry in to the Computer,

2. **Accountant & Visa Counselor (April 1, 2017 - Continuing)**

Salim Travels Service

Company Location : Surma tower, 216 3rd Floor, taltola Sylhet

3. **Data Entry Operator (November 2, 2011 - June 30, 2015)**

Department of Co-operative, Bangladesh

Department: ICT

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
honors	Psychology	m c college sylhet	Third Class	2009	4 year
Pharmacists	Medicine	Bangladesh Pharmacy Council		2005	3 month

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphic Design Up Skill	Adobe Illustrator, Photoshop, Networking, Freelancing, Business Planning etc	Bangladesh Bank & TMSS	Bangladesh	TMSS SYLHET LAB	2016	3 month
Data Entry & Computer Based Management Information Systems (CBMIS) Operation	Fundamentals, Computer Application, Computer Management, Networking , Troubleshooting & CBMIS Operation	co-operative gov office	bangladesh	Dhaka	2013	1month
Basic Computer training	Microsoft Office 2008, Microsoft PowerPoint, Adobe Acrobat Writing	kasdobir youth action group	bangladesh	sylhet	2008	03 month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 10,000
 Preferred Job Category : Data Entry/Operator/BPO, Customer Support/Call Centre
 Preferred District : Sylhet
 Preferred Organization : Banks, Insurance, Development Agency, Hospital, Hotel, Call Center

Language Proficiency:

Language	Reading	Writing	Speaking
Bangoli	High	High	High
English	Medium	Medium	Medium

Personal Details :

Father"s Name : RANJIT BHATTACHARJEE
 Mother"s Name : CHONCHULA BHATTACHARJEE
 Date of Birth : July 2, 1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : HINDU
 Permanent Address : VILL:LACKATHORA , P.O:SYLHET, P.S:AIRPORT, DIST:SYLHET
 Current Location : Sylhet

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>
Name	: moyetroyi acharjee	Mritunjoy Dhar Bhola
Organization	: dist Co-operative	Judge Court Sylhet
Designation	: Inspector	Advocate & Tax Consultant
Address	: mejortila sylhet	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01676650008	01711342183
EMail	:	
Relation	: Others	Relative