

Last Updated : **September 14, 2017**

RAJIB SINGHA

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Career Objective:

Obey to do major responsibility with respectably . Ability to do under pressure

Career Summary:

To do ability under pressure . Respectably maintain ability and dealings the customers.

Special Qualification:

To do obey the respective major responsibility`s . Dealings willingly to customers . Serve hard on duty

Employment History:

Total Year of Experience : 9.5 Year(s)

1. **IT support & typing operator (October 1, 2010 - Continuing)**

Icon Sylhet

Company Location : Sylhet

Department: just-eat.co.uk

Duties/Responsibilities:

Make a new menu OR update product of UK, USA, IRELAND

2. **Medical Services Officer (May 6, 2011 - April 5, 2012)**

Eskayef Bangladesh Ltd

Company Location : Dhaka

Department: Sales

Duties/Responsibilities:

Visiting doctor to promote the product & collect the order door to door as well pharmacy

3. **Office Assistance (February 1, 2010 - May 1, 2010)**

BRIT COLLEGE

Company Location : Sylhet

Department: Customer care

Duties/Responsibilities:

Maintain the customer and main the office Information to the seeking students.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|--------------------------|---------------------|-----------------------------|--------------------------|----------|-----------|-------------------|
| Master of Science (M.Sc) | Zoology | National University | Second Class, Marks :52% | 2008 | 1 Year | Master of Scinece |
| Bsc (Hon"s) In Zoology | Biology | National University | Second Class, Marks :50% | 2007 | 4 Year"s | Honours |
| HSC | Science | Sylhet Govt. College Sylhet | CGPA:2.6 out of 5 | 2004 | 2 Year"s | - |
| SSC | Science | Chhoto Dhamai High School | CGPA:4.13 out of 5 | 2001 | 10 year"s | - |

Professional Qualification:

| Certification | Institute | Location | From | To |
|-------------------------------|-----------------------------------|----------|------------------|----------------|
| Data Entry Assistance Trainee | just-eat.co.uk | Sylhet | January 1, 2011 | April 10, 2012 |
| Office assistance | BRIT COLLEGE local office, Sylhet | Sylhet | February 1, 2010 | April 1, 2010 |

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 25,000
 Preferred Job Category : IT/Telecommunication, NGO/Development, Customer Support/Call Centre
 Preferred District : Sylhet
 Preferred Organization : NGO
 Types

Specialization:

| Fields of Specialization | Description |
|---|---|
| <ul style="list-style-type: none"> Telecommunication Service Transport/ Airline/ Travel | Maintain ability willingly to serve the customers |

Extra Curricular Activities:

To do work without any suffer . Maintain the rules activity of the company. Serve willingly the customer

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | High | High | Medium |
| Manipuri | Medium | Medium | High |

Personal Details :

Father"s Name : Lalmohan Singha
Mother"s Name : Ajanta Devi
Date of Birth : March 1, 1984
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Sonaton(Manipuri)
Permanent Address : Dhamai Tea Estate, manipuri para, Juri, Moulvibazar
Current Location : Sylhet

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|-----------------------------------|---|
| Name | : Proshanto Kumar Singha | Nil Chand Singha |
| Organization | : NRB Bank LTd | Agrani Bank Ltd |
| Designation | : VP, Branch Manager | MSS DAIBB, Assistant General Manager |
| Address | : Sylhet Main Branch | General Manager"s Officer, Sylhet Circle, Bihanga 28/A, Kazitula, Sylhet |
| Phone (Off.) | : | |
| Phone (Res.) | : | |
| Mobile | : +880 1955 544411 | 01715-172587 |
| EMail | : proshantok.singha@nrbbankbd.com | nilchand4966@gmail.com |
| Relation | : Relative | Others |
