

Roni Sutradhar

JE/GE

BSc. in Electrical and Electronics Engineering

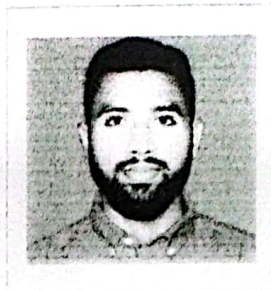
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Dughar, Moulvibazar Sadar.

Moulvibazar, Sylhet.



Career objective:

To be a proud member of an organization where I will get a better opportunity to enhance my knowledge & skills under a competitive & challenging environment in the field of electrical engineering and also, I want to apply my skill develop with responsibility and faithful manner.

Career summary:

5 years of excellence in CNC Machine Design (2D & 2.5D) & CNC machine operation in our **Owned Furniture Business**. 3 years' experience as Delivery Supervisor in **Steadfast Courier Ltd**.

Now working as an Assistant Officer (Customer Support) from February 2023 in **Amber IT Ltd**.

Experience:

Amber IT Ltd, Sylhet central Branch.

Assistant Officer (Customer Support).

18 February 2023 to Present.

- Establishing direct relationship with the customer through phone calls.
- Taking customer complaints in details.
- Assisting customers with information to resolve their issues.
- Informing different departments according to customer's problems.
- Assisting in solving all IT & Wi-Fi Internet related issues.

Steadfast Courier Ltd, Moulvibazar Branch.

Supervisor, Delivery.

01 June 2020 to 17 February 2023.

- Receiving parcel from the parcel Van.
- Calculate the parcel amount properly and distribute to the right location rider.
- Collect delivery amount from rider and make regular datasheet.
- Solving problem and make communicate with customers & Head office.

SR Furniture Mart, Moulvibazar, Sylhet.

Business Developer

2018 January to February 2023.

- Maintaining, implementing or improving Business to grow.
- Ensuring Product Quality to match customer's satisfaction.
- Operate CNC machine & 2D & 2.5D Design.
- Troubleshooting for machine's incoherence.

Special skills:

- Strong communication.
- Critical thinking
- Problem solving.
- Basic circuit knowledge
- Organization.

Personal details

Father's name Nogendro Sutradhar.
Mother's name Putul Sutradhar.
Address Vill:Dughor, Po:Boiddogyati, PS:Moulvibazar,
Dist:Moulvibazar 3200,Sylhet.
Date of birth 12th June 1996
Nationality Bangladeshi (By birth)

Education:

2022 B.Sc. in EEE (Electrical and Electronics Engineering)
Metropolitan University, Sylhet.
CGPA: 3.51 out of 4.00

2017 Diploma In Electronics Engineering
Moulvibazar Polytechnic Institute, Moulvibazar
CGPA: 3.22 out of 4.00

2013 S.S.C (Commerce)
Shah Helal High School, Moulvibazar
CGPA: 4.94 out of 5.00

Internship

Trainee Atomic Energy Research Establishment, Dhaka.

Courses

Basic Computer 6-months course from Bangladesh Technical Education Board (BTEB).
Electronics Trade course 6-month course from Youth Training Center, Moulvibazar.
Mobile Servicing Course 1-month's course from Youth Training Center, Moulvibazar.
Fishing Trade Course 1-month course from Youth Training Center, Moulvibazar.

Achievements

1st price winner in CNC Design Competition 2021 (2D category) organised by CNC Group Bangladesh.

Skills

Comfortable CNC Design Machine, Graphic design Photography Editing.
Familiar Mobile Servicing
Tools NC Studio, JD paint, MS-Office, Photoshop, Internet.
Communication Comfortable in both English & Bangla with management skill.

References

Kazi Wohiduzzaman
Associate Professor and Head of the Department (EEE).
Metropolitan University, Sylhet.
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Eng.Musruf Ahmed Chawdhury
Junior Instructor, Department of Electronics Technology.
Moulvibazar Polytechnic Institute, Moulvibazar.
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