

Resume of

Saikat Paul



Mailing Address:

Cell: 01788-483993

Email: Saikatpaulshovon@gamil.com

Address: Shibbari (Poythopara) , Kodomtoli 3111, Sylhet.

Career Objective:

I am Sincere, Honest, Hardworking, Self-motivated and Reasonably presentable person having positive attitude towards working with good interpersonal relations with different nationals and religions.

Working Experience:

1. Private Organization : Shaita Miah Global Academy (School & College)
Designation : Computer Operator
Start Date : 05 January 2021
End Date : 25 December 2022
2. Private Organization : Meth Online Computer
Designation : Computer Operator
Start Date : 03August 2017
End Date : 31 December 2017
8. Brand Promote
Sector : Marketing
Start Date : 12 January 2025
End Date : 30 January 2025
Company : Shahjalal Company.

Educational Qualification:

1. **Bachelor of Honours (BBA)**
Institute Name: Fenchuganj Degree College, Sylhet.
Subject: Management (BBA)
University: National University
Session: (2017-2018)
Result: CGPA 2.60 (Out of 4)
Year: 2022
2. **Higher Secondary Certificate (HSC)**
Institute Name: Modan Mohan College, Sylhet.
Group: Business studies
Board: Sylhet
Result: GPA 3.50 (Out of 5)
Year: 2016

3. **Secondary School Certificate (SSC)**

Institute Name: Johir Tahir Memorial High School, Sylhet.

Group: Business studies

Board: Sylhet

Result: GPA 3.69 (Out of 5)

Year: 2014

Couse Skill:

1. Computer Operation
Duration: June 2016 - November 2016
Institute: Technical Training Centre, Sylhet.
2. Graphics Design
Duration: January 2017 - June 2017
Institute: Technical Training Centre, Sylhet.
3. Steno Typing (Short Hand)
Duration: September 2016 - December 2017
Institute: Youth Development Technical Institute, Sylhet.
4. English Language
Duration: June 2018 - July 2018
Institute: Technical Training Centre, Sylhet.
5. Cooking (Tourism and Hospitality)
Duration: Two months 2022
Institute: Technical Training Centre, Sylhet.
6. Digital Marketing (Batch 21)
Duration: July 2022 – December 2022
Institute: One man Solutions, Sylhet.
7. Motorcycle Light Vehicle
Sector: Professional Motor Driving Licence.
Institute: Bangladesh Road Transport Authority.

Extra Skill:

- Hard Working.
- Good Communication.
- Ability to make the situation favorable.
- Good controlling and planning.
- MS word, Excel, Power-point, E-mail, Internet Browsing.

Language Skill:

- Bangla, English Fluent Reading, Listening and Speaking.

Personal Information:

Name	: Saikat Paul
------	---------------

Father's Name	: Shitesh Paul
Mother's Name	: Shompa Rani Paul
Date of Birth	: 20 January 1998
Nationality	: Bangladeshi
Religion	: Hinduism
Gender	: Male
National	: 6455157104
Marital Status	: Single
Blood Group	: B+
Departmental Status	: None
Present Address	: Shibbari, Poytthopara, 27 No Ward.

Permanent Address:

Vill/Town/Road : Shibbari, Poytthopara, 27 No Ward, Sylhet City Corporation.
 District : Sylhet.
 Upazila/P.S. : Sylhet Sadar.
 Post Office : Kadamtali.
 Post Code : 3111

Declaration:

I am Sincere, Honest, hardworking, self-motivated and reasonably presentable person having positive attitude towards working with good interpersonal relations with different nationals and religions.

SAIKAT

Signature

17.02.25

Date