

Last Updated : **June 15, 2017**

## **TANULATA SARKER**

Address: Uttara,12 sector,Dhaka  
Mobile : 01782613395  
email:eng.tonu@gmail.com



### **Career Objective:**

Intend to work in a challenging and competitive environment where I can work with efficient management stream to show my skills and develop is as well.

### **Career Summary:**

2 years

### **Special Qualification:**

German language

### **Employment History:**

**Total Year of Experience : 4.5 Year(s)**

1. **Welfare Officer ( March 1, 2017 - Continuing)**

**NAR Sweater Limited**

Company Location : Gazipur

Department: Admin

**Duties/Responsibilities:**

Welfare Officer"s required work.

2. **Office executive ( November 9, 2016 - February 28, 2017)**

**WenZhou Garden International trade co ltd.**

Company Location : Uttara,Sector 7,Road 27, House 3

Department: Official

**Duties/Responsibilities:**

Official work with mail corresponding

3. **Junior SEO executive ( August 15, 2016 - November 3, 2016)**

**Vintage IT Ltd.**

Company Location : Kawran bazaar, Dhaka

Department: SEO

**Duties/Responsibilities:**

SEO executive

4. **Secretary ( February 22, 2012 - May 5, 2014)**

## Hope lun bd ltd

Company Location : DEPZ

Department: Production

### **Duties/Responsibilities:**

Planing,mailed,reqojition,update cutting report,less report,bundeling report,contac with merchandiser for fabrics,Maintained employees Lunch,tiffin,overtime,sallary and another all things.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
BSC in CSE	Computer Science & Engineering	Atish Dipankar University of Science and Technology	CGPA:3.25 out of 4	2015	4	Internship in Networking
Diploma in computer engineering.	CSE	Sylhet Polytechnic institute	CGPA:3.43 out of 4	2011	4	Web page development
SSC	Science	Shatoria shulhati high school	CGPA:3.5 out of 5	2007	-	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
German language	German language	Goethe institute	Bangladesh	Dhanmondi	2014	2

### **Professional Qualification:**

Certification	Institute	Location	From	To
Secretary	Hoplun bd limited	DEPZ	February 22, 2012	July 20, 2013

### **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 : Garments/Textile, HR/Org. Development  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization : Insurance, NGO, Garments, Group of Companies  
Types

### **Specialization:**

Fields of Specialization	Description
• Production	Secretary of cutting department .ng

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Germn	Medium	Medium	Medium

### **Personal Details :**

Father's Name : Shantosh Kumar Sarker  
Mother's Name : Minoti Rani Sarker  
Date of Birth : July 30, 1990  
Gender : Female  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Hindu  
Permanent Address : Kaliakair, Gazipur, Dhaka  
Current Location : Dhaka

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