



## CURRICULUM VITAE OF KLINTON SHAWJAL

### Career objective:

I have determination to skilfully perform my duties and Responsibilities to the best of my consciousness and integrity. To prove myself as a quick learner and highly energetic Person to face any challenge in such an organization where the Contribution will be Acknowledged, if I would be taken an Opportunity.

### Education:

#### GOVT. BANGA BANDHU COLLEGE

2015- Bachelor of Business Administration (B.B.A in Management) (Final year-4<sup>th</sup>)

#### NOTRE DAME COLLEGE

2013-2015: Higher secondary school certificate (H.S.C)

Result-4.25 out of 5.00 (in business studies)

#### OXFORD MISSION HIGH SCHOOL

2003-2013: Secondary school certificate (S.S.C)

Result- 4.25 out of 5.00 (in commerce)

### PROFESSIONAL EXPERIENCE:

August 2019- No Borders Tourism & Travels

**Designation** Executive officer (visa & Ticketing)

May 2017-2019 Visa Processing Service

Personal Assistant of retired visa officer (British High commission)

2016- 2017 Gournodhi co-operative credit union limited

**Designation** Accounts assistant

2015-2016 Barnali co-operative credit union limited

### Personal skill:

I am efficient in effective communication & good public relation.

Quite friendly & confident when meeting & assisting people at all levels as well

As able to provide them with a qualify service, have positive attitude to my duty.

I have strong analytical, problem solving & decision making ability.

Always I am interested to take any challenging work in profession.

Self-motivation is my biggest asset.

To the best of my knowledge, the statement & information given in the CV is correct.

#### **PRESENT ADDRESS:**

8/kha, East raza-bazar,  
Farm gate, Dhaka-  
1215.

#### **PERMANENT**

#### **ADDRESS:** vill:

Shanuher, Po:  
Bamraeel, Up: Uzirpur,  
Dist: Barisal.

#### **MOBILE PHONE:**

+8801632025281.

#### **EMAIL:**

[shawjalklinton@gmail.com](mailto:shawjalklinton@gmail.com)

#### **FACEBOOK ID:**

<https://www.facebook.com/klinton.harrington>

**SEX:** Male

#### **DATE OF BIRTH:**

1996-12-20

#### **NATIONALITY:**

Bangladeshi.

#### **LANGUAGE:** Bangla-

Native language.

English-excellent.

IELTS- British council

#### **IT SKILLS:**

**MS Word, MS-Excel**

**Internet Browsing,**

**Photoshop, PDF... Etc.**

**HEIGHT:** 5'.6"

**BLOOD GROUP:** A+

**RELIGION:** Christian

**RELATIONSHIP**

**STATUS:** Single