

Resume of JOY BHATTACHARJEE



Mailing Address:

Uttara 53, Block-B,
Islampur, Debpur,
Mejortila Sylhet.

Contact Number:

Mobile: +8801749112244
E-Mail: joybhattacharjee25@gmail.com

CARRIER OBJECTIVE

To achieve high degree of professional excellence by putting continuous efforts and exerting knowledge and skills which will ultimately contribute to the achievement of personal and organizational goals.

EDUCATIONAL QUALIFICATION

Masters of Business Administration (MBA)

- ▶ Institution : Metropolitan University, Sylhet
- ▶ Department : Business Administration
- ▶ Major : Accounting & Information Systems
- ▶ Result : Last Semester continuing

Bachelor of Business Administration (BBA)

- ▶ Institution : Metropolitan University, Sylhet
- ▶ Department : Business Administration
- ▶ Duration : 4 years
- ▶ Major : Accounting & Information Systems
- ▶ Result : 3.39 (out of scale 4.00)

Higher Secondary Certificate (HSC)

- ▶ Institution : Sunamganj Govt. College, Sunamganj
- ▶ Group : Business Studies
- ▶ Year of Passing : 2013
- ▶ Result : 3.20 (out of scale 5.00)
- ▶ Board : Sylhet

Secondary School Certificate (SSC)

- ▶ Institution : Yakub Ullah Public High School.
- ▶ Group : Science
- ▶ Year of Passing : 2011
- ▶ Result : 4.06 (out of scale 5.00)
- ▶ Board : Sylhet

COMPUTER SKILLS

- **Operating System:** - Windows 07, 8, 10.
- **Package Program:** - Office Ms. Word, Ms. Excel, Ms. Power Point, Ms. Access, Data entry.
- **Internet:** - Internet Browsing, Send & Receive Mail & Chatting.
- **Typing:** - English & Bengali. English-35, Bangla-25.

STRENGTH

- Communicative, Friendly, Positive Thinking.
- Handle high pressure situation and deadlines.
- Sharp sense of social responsibility.
- Dynamic, extrovert, and resourceful.

EXPERIENCE

- 3 Month internship at Sonali Bank Ltd.
- 3 Month Shorthand course

SKILLS AND ATTRIBUTES

- Absolutely positive hard working with a positive attitude.
- Resourceful effective communication skill.
- Work independently and as a team member.
- Handle high pressure situation and deadlines.
- Dynamic, extrovert, and resourceful.
- Capable of finding out and solving problems.
- Effective in maintaining good communication with others.

LANGUAGE & COMMUNICATIONS EFFICIENCY

Language	Level of efficiency		
	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent
English	Excellent	Excellent	Medium

HOBBY

- Reading all sorts of newspaper, magazines, journals and novels.
- Playing badminton, chess, Volleyball, Cricket.
- Internet Browsing.

PERSONAL INFORMATION

Name : Joy Bhattacharjee
Father's Name : Nishith Bhattacharjee
Mother's Name : Nanadita Bhattacharjee
Permanent Address : Village: Niamatpur, P/O: Gaurarong-3000
PS: Sunamganj Sadar, District: Sunamganj
Present Address : Uttara 53 Block-B, Islampur, Debpur, Mejortila Sylhet.
Date of Birth : 30th December, 1993
Marital Status : Unmarried
Sex : Male
Religion : Hindu
Nationality : Bangladeshi (by birth)
Home District : Sunamganj
Blood Group : B+(ve)
Phone : 01749112244

REFERENCE

Debashish Roy

Assistant Professor
Department of Business Administration
Metropolitan University, Sylhet
Mobile: 01717534079

Nirmol Chakraborty

Assistant Commissioner of Police
Sylhet Metropolitan Police
Mobile: 01711348886.

DECLARATION OF AUTHORITY

I declare that the information supplied by me on these resume is complete, true and correct in every particular. I acknowledge that the authority may terminate the job if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during my candidature

Signature

Joybhattacharjee

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