

## RESUME



28, Prof. Rokkon Uddin Sarak,  
Mistreepara, Khulna



+8801719-481032



niladri.me07@gmail.com



www.niladri.me

# Niladri Bhattacharjee

## EXPERIENCE

### ■ CDP (Coastal Development Partnership ),

*Contractual*, From 1st October 2014 to 31st July, 2017

*Administrative officer cum computer operator.*

#### Key Responsibilities

My responsibilities were maintaining office system, arrange meeting and ready topics to be discussed, properly manage office record book and stock book, asset records, maintaining stock of office. Bank transition with several banks. Collect the daily expenditure and update daily report sheet and monthly report sheet.

### ■ Upwork/oDesk (December-2011-April, 2017)

*Freelancer*

Various task, such as Data Entry, Website data Uploading, VA, e-Commerce, MS Office,

### ■ Elance (March 2012 - September 2014)

*Freelancer*

Played as an Admin Support Specialist.

## PERSONAL STATEMENT

To make a dynamic career where my leadership and communication skills will be maximized for the development of the organization of their people. My eventual career goal is to assume responsibility for the analysis and implementation of all commercial data and actively contribute to the overall success of any business I work for.

## SKILLS

Ms Word	■ ■ ■ ■ ■
Ms Excel	■ ■ ■ ■ ■
Ms Outlook	■ ■ ■ ■ ■
Email Handling	■ ■ ■ ■ ■
Ms Powerpoint	■ ■ ■ ■ ■
Ms Access	■ ■ ■ ■ ■

## EDUCATION

### Masters OF Business Administration (2015)

*Accounting*

Result Not Yet Published

### Bachelor OF Business Administration (2014)

*Accounting*

I've completed my 4 years B.B.A. course from Azam Khan Govt. Commerce College, Khulna under national University. Here I got CGPA 2.69 out of 4.

### Higher Secondary Certificate (2009)

*Business Studies*

I've completed my H.S.C from Govt. M.M City College Khulna.

GPA-4.40 out of 5

### Secondary School Certificate (2007)

*Business Studies*

I've completed my S.S.C from Saint Joseph's High School, Khulna.

GPA-4.94 out of 5

## COURSES

### Personal

COMMUNICATION	■ ■ ■ ■ ■
ORGANIZATION	■ ■ ■ ■ ■
TEAM PLAYER	■ ■ ■ ■ ■
CREATIVITY	■ ■ ■ ■ ■
SOCIAL	■ ■ ■ ■ ■

### Language

BENGALI	■ ■ ■ ■ ■
ENGLISH	■ ■ ■ ■ ■

## OTHERS..

Having working knowledge's as an active member of **Platinum Jubilee** program committee, **St Josephs High School**, Khulna. Having working experiences as an active member of **Alumni Committee** member, **St Josephs High School**, Khulna. Social Works, Executive Member (2016-2017) of Blood Donor Group **SANDHANI DONOR CLUB KHULNA**.

- Six months Office Application course in **Bangladesh Computer Council**  
Subject- **OFFICE APPLICATION.**  
Grade-A+

## PERSONAL DETAILS

- Father's Name : Late. Poritosh Bhattacharjee
- Mother's Name : Indira Bhattacharjee
- Permanent Address : 28, Prof. Rokkon Uddin Sarak, Mistreepara, Khulna-9100, Bangladesh.
- Present Address : Do
- Contact Number : +88 01719481032
- E-Mail : niladri.me07@gmail.com
- Date of Birth : April 03, 1992
- Nationality : Bangladeshi
- Religion : Hindu
- Height : 5'-6''
- Sex : Male
- Blood group : AB (+ve)
- Marital status : Unmarried

## REFERENCE

<b>A.K. Bhattacharjee(Arun)</b> C/O Mazim Corporation 25/A Dilkusha C/A, Al-Amin Centre (11th Floor), Dhaka -1000 Contract No: 01711-479070.	<b>Mark Haans</b> Upwork Client Los Angeles, CA USA "contact information available if needed"
---	---

Date: 05.05.2018

Signature:

