

CURRICULUM VITAE

Apon Ray



Contact

Address:

Purbo Baniya Khamar, Khulna

Phone:

+8801888352753

E-mail:

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Language:

English-Fluent

Hindi - Fluent at Verbal

Bangla - Native

Hobbies:

Tree Plantation

Book Reading.

Listening to Music.

Summary:

To achieve a position to utilize my skills and abilities, improve my knowledge and capabilities of a challenging job in any Multinational or International organization, I'm eager to properly utilize my strong imagination and communication challenge that offer professional growth while being resourceful, innovative and flexible.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Education

Honours(BBA):

Department : Finance & Banking
Institution : Govt Brajalal College, Khulna.
Board : National University, Gazipur.
Passing Year : 2022
CGPA : 3.10

Higher Secondary Certificate (H.S.C):

Group : Business Studies
GPA : 4.58 (out of 5.00)
Year : 2017
Institution : Bajua S.N College, Dacope, Khulna.
Board : Jashore

Secondary School Certificate (S.S.C):

Group : Business Studies
GPA : 4.33 (out of 5.00)
Year : 2015
Institution : Kailashgonj High School, Dacope, Khulna.
Board : Jashore

Experience

Account officer- "ESUN BANGLADESH LIMITED".
Plot no 1024,ward no 41 ,Satarkul, Badda, Dhaka.

Assistant Account officer- "GREEN STAR INTERNATIONAL LIMITED"
Plot no -18, Comilla Export processing zone, Comilla.

Software

MS Office : Expert
Auto CAD : Intermediate
Chrome : Advanced
Media Player : Expert

Personal Details

Father's name : Ashutosh Ray
Mother's name : Kalpona Ray
Date of birth : 06-10-1999
Place of birth : Kailashgonj, Dacope, Khulna.
Present Address : Purbo baniya Khamar, Khulna.
Permanent Address : Village: Kailashgonj, Post:
Kailashgonj, hat- 9270,
Thana: Dacope, District: Khulna.
Gender : Male
Marital Status : Married
Blood Group : B+(Positive)
Height : 5'4"
National ID : 4654280199
Nationality : Bangladeshi
Religion : Hindu

Certifications

- ❖ Basic Program:- Office Ms Word, Ms Excel, Ms Power Point, Ms Access
- ❖ Internet:- Internet Browsing, Send & Receive Mail & Chatting
- ❖ Factory Visit : Certification with one month regular visit to cement factory and gaining knowledge about manufacturing processes and market varieties

References

Dr. Tuhin Roy

Professor
Sociology Dissipline
Khulna University, Khulna
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Haroshit Biswas

General maneger at Bio tech
international.
Email: Haroshitmkt809@gmail.com
Mobile: +8801634-973810

Signatur

(Apon Ray)

Date:.....

Skills

- ❖ Supervision to ensure qualitycontrol & ensure regular checking.
- ❖ Certify the bills.
- ❖ Supervision and making physical planning for the works.
- ❖ Supervision of works at field level, confirm quality and quantity of works, BBS as per drawing and specification.
- ❖ Assist physical and financial progress variation orders received budget report preparation.
- ❖ Field visit report preparation.
- ❖ Participate regular coordination meeting and training with project implementation stuff. Managing and supervising administrative assistance.