

Curriculum Vitae Of Pintu Datta

Address : 625 Mulgram, Keshabpur,
Jashore, Bangladesh,7450
Phone : +8801771-900905
Website : www.pintudatta.com
E-Mail : pintu@pintudatta.com

SUMMARY:

With Strategic Thinking, Energetic, Building Relationship, Excellent Communication, Self Confident, Quick Learner, Wide Positive Learning Process Qualities. I am seeking a Challenging and Demandful career where i can perform with my Strength, Knowledge, Skill, Experience and also i can learned something new.

SKILLS:

- Accounting – Company, Patnership, Individual
- Using Quickbooks Accounting Software, Xero, ZOHO CRM
- Admin Support Work
- Microsoft Office 2013 – 2019
- Google Docs, Sheet, Form, Etc.
- Internet (Research, Lead Generation)
- WPM : English - 30, Bangla – 20

PERSONAL INFORMATION:

Name	:Pintu Datta
Father Name	:Ananda Kumar Datta
Mother Name	:Gita Rani Datta
Date of Birth	:20 October 1997
Permanent Address	: Villege : Mulgram Post Office : Nutun Mulgram (7450), Police Station :Keshabpur, District :Jashore
Present Address	: Same as Parmanent Address
Nationality	: Bangladeshi
Marital Status	: Single
Religion	: Hinduism
Blood Group	: O+
National Id No.	: 5101736147
Height	: 5 Feet 6 Inch (163.5 cm)
Weight	: 75 Kg

EXPERIENCE:

Bookkeeping & Admin Support – Freelance Work

Freelancer

Jashore, Khulna

June 2018- May 2019

RESPONSIBILITY:

- Created, oversaw, and updated policies, information, standards, and guidelines on a regular basis.
- Worked with clients to analyze Accounts and Information.
- appropriate solutions within each organization's budget.
- Prepared and presented technical proposals for clients.
- Provided customers with advice on Admin Support and Accounting relevant applications.
- Maintained extensive contacts for potential jobs and detailed information on current projects.
- Monitored project budget through the careful assessment of resource usage and task management to ensure that costs were kept low.

EDUCATION:

Bachelor in Business Administration (B.B.A)

National University, Bangladesh

Major : Accounting.

Session : 2016-17

CGPA : Currently 3rd Year Running.

Higher Secondary Certificate Under Jashore Board (H.S.C)

Keshabpur Pilot School & College

Major : Science

Session : 2013-2016

GPA : 3.92 Out of 5.00

Secondary School Certificate Under Jashore Board (S.S.C)

Mulgram High School

Major : Science

Session : 2011-12

GPA : 4.94 Out of 5.00

CERTIFIED:

- Computer Training on Database Management (360hrs).
- Game Development & Animation (180hrs).
- Freelancing on Admin Support By SEIP (360hrs).

PORTFOLIO:

: <https://www.pintudatta.com>

WEBSITE:

: <https://www.dattaonline.com>

INTEREST:

- Reading, Learning, Traveling
- Organizing Cultural Functions Program
- Social work
- Listening Song & Music
- Internet
- Photography
- Be Updated With New Technology and Think

REFERENCES:

Masud Rana

Assistant Professor

Department of Accounting

Jessore Govt. City College, Jashore

Mobile : +8801712108233

Devdas Poramanik

Assistant Professor

Department of Accounting

Jessore Govt. City College, Jashore

Mobile : +8801720611857

DECLARATION:

Hereby i declare that the above information is correct up to my knowledge and I bear the responsibility for correctness of the above mentioned particulars. If selected I give my best effort for every task.

Pintu Datta

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Signature