



Sojal kha

📍 **Home** : uttora sector 6(joinal market),Dhaka, 1230, uttora, Bangladesh

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Gender: Male **Date of birth**: 27/10/1999 **Nationality**: Bangladeshi

WORK EXPERIENCE

[05/01/2021 – Current]

Office Assistant-cam-computer Operator

Govt.Titumir College,Dhaka

City: Dhaka

Country: Bangladesh

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to your office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees Responds to incoming telephone calls, email, and voice mail inquiries from internal customers (within ITdepartment) regarding computer-related problems.
- Maintains supply inventory by checking stock to determine inventory level.
- Maintains client confidence and protects operations by keeping information confidential.

Contributes to team effort by accomplishing related results as needed.Monitors and manipulates daily system jobs

[01/04/2017 –
01/10/2022]

Farm manager

AGRO EXPRESS

City: Shantinagar,Dhaka

Country: Bangladesh

- plan finances and production to maintain farm progress against budget parameters
- undertake practical activities, such as driving tractors, operating machinery, feeding livestock or spraying fields
- market the farm's products
- buy supplies, such as fertiliser and seeds
- arrange the maintenance and repair of farm buildings, machinery and equipment
- plan activities for trainee staff, mentoring and monitoring them
- maintain and monitor the quality of yield, whether livestock or crops
- understand the implications of the weather and make contingency plans
- make sure products are ready for deadlines, such as auctions and markets
- ensure that farm activities comply with government regulations
- monitor animal health and welfare, including liaising with vets
- maintain knowledge of pests and diseases and an understanding of how they spread and how to treat them
- apply health and safety standards across the farm estate
- protect the environment and maintaining biodiversity

- keep financial records up to date
- apply for funding - if appropriate.

EDUCATION AND TRAINING

[10/08/2015 –
16/07/2017]

Higher Secondary Certificate

Ragib-Hasan Technical and Business Management College <http://www.bteb.gov.bd>

City: Kushtia, Kumarkhali

Country: Bangladesh

[01/01/2013 –
27/07/2015]

Secondary School Certificate

Mohendrapur High School <https://www.jessoreboard.gov.bd>

City: Kushtia, Kumarkhali, 7010 Kumarkhali

Country: Bangladesh

[06/10/2017 –
06/12/2017]

Career Development, Leadership on various sectors and Motivation Skills

Youth leadership summit-2017 (Organized by himu poribohon)
Duration of training: 60 days. <https://bylc.org>

City: Kushtia, Khulna

Country: Bangladesh

LANGUAGE SKILLS

Mother tongue(s): bangali

Other language(s): LISTENING C1 READING B2 WRITING B1 SPOKEN PRODUCTION B1 SPOKEN INTERACTION B2

CREATIVE WORKS

[10/03/2016 –
02/02/2019]

cricketer (Kushtia 1st division cricket)

-Write heracts as a team sounding board, listens carefully, and in this role helps direct the thinking of teammates toward positive goals.e the description..

-.takes special care to acknowledge the contributions of those on the bench.

-fosters the concept of "sharing the credit."

-trustworthy, and by consistently doing the right thing, regardless of the circumstances, fosters and atmosphere of trust.

HOBBIES AND INTERESTS

traveling,singing,writer

HIGHT AND WIGHT

6" and 81 KG