***Resume of***



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| **Contact** | Phone: ...................... | ...................... |
|  | Email - ...................... | ...................... |
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| **Objective** | To build up a highly professional skill working with a renowned organization and tie up own knowledge, experience and the employer’s expectations in order to meet the organization’s short term and long term objectives. I can work independently using my own initiative or  as part of a team. |

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| **Education** | **Examination Name** | **Passing Year** | **Result** |
|  | **MSS in Public Administration**  Institute: ...................... | ................. | ................. |
|  | **BSS in Public Administration**  Institute: ...................... | ................. | ................. |
|  | **HSC in Science**  Institute:......................  Board: ...................... | ................. | ................. |
|  | **SSC in Science**  Institute: ......................  Board: ...................... | ................. | ................. |

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| **Work Experience** | ................. ................. | 3 July ................. - Present |



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| **Computer Skill** | * Completed 6 month’s Course in Computer Office Application. * Good at Microsoft Word, Excel, PowerPoint, Access and Outlook. * Fast Typing Speed in Bengal and English. * Good Skill in internet, managing email and Social Media. |

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| **Hobbies** | * Listening Music, Reading books, Traveling and Playing   games. |

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| **Personal Information** | **Name** | **:** | ................. |
|  | **Father’s Name** | **:** | ................. |
|  | **Mother’s Name** | **:** | ................. |
|  | **Date of Birth** | **:** | ................. |
|  | **Gender** | **:** | ................. |
|  | **Marital Status** | **:** | ................. |
|  | **Nationality** | **:** | ................. |
|  | **Religion** | **:** | ................. |
|  | **Present Address** | **:** | ................., ................., .................,  ................. |
|  | **Permanent Address** | **:** | ................., ................., .................,  ................. |

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| **Reference** | **............................**  Principal  **............................**  **............................** | **............................**  Associate Professor  **............................**  **............................** |

Signature