



AVI BARUA DIPTA

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Dubai - UAE

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ABOUT ME

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an-encourage and permitted to be an active participant as well vital contribute on development of the company.

PERSONAL SKILLS

- Very energetic result oriented and organized
- Efficient and well behaved person
- Extremely hardworking self-motivated and able to work independently in a team environment under supervision
- Keep excellent inter personal relations with colleagues and ready to help them

PERSONAL INFORMATION

Name : AVI BARUA DIPTA
Date of Birth : 19/07/1999
Nationality : Bangladesh
Sex : Male
Marital Status: Single
Languages : English, Hindi and Bangla

EDUCATION

- **Bachelors Of Law**
BGC Trust University Bangladesh
6th Semester (Running)
- **H.S.C(Higher Secondary Certificate) – 2019**
Quaish Burishchar Sheikh Mohammad City
Corporation College
2.50 out of 5.00
- **S.S.C(Secondary School Certificate) – 2016**
Sanowara Islam Boy's High School
3.94 out of 5.00

CERTIFICATIONS

- **Youth Social Development Association:** Office Management (MS OFFICE)
- **Ten minute school:** Spoken English
- **Directorate youth development:** AutoCAD 2D&3D

WORK EXPERIENCE

- **2017 to 2018** Sales Executive
Pran-RFL Bangladesh
- **2018 to 2019** Administrative Assistant
ACI Limited Bangladesh
- **2019 to 2020** Front Desk Receptionist
Jamuna Group
- **2021 to 2023** Admin Assistant
KDS Group Bangladesh

PASSPORT DETAILS

Passport No : EE0237342
Date of Issue : 14-10-2019
Date of Expire : 13-10-2024
Visa Status : Visit Visa

DECLARATION

I hereby declare that the above information are true and correct according to the best of my knowledge& My Experience.

AVI BARUA DIPTA