

AVI BARUA DIPTA



Contact

Address:

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Dubai-Uae

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Languages

English-A1

CAREER OBJECTIVE

I would like to devote all my knowledge and skills to my profession in such prosperous way where honesty, transparency and accountability would be enlightend. Providing the best performance by my youth and energy, I could have the opportunity to strengthen the company and build up my own career also.

Skill Highlights

- Project management
- Creativity
- Communication
- Time management
- Problem solving
- Active listening

Experience

Administrative Assistant - 01/02/2021 to 01/10/2021 **ACI Ltd**, Bangladesh

Sales Executive - 12/10/2021 to 12/05/2022
Pran-RFL, Bangladesh

Education

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 of Youth Development: **AutoCAD 2D&3D**