



## ALOK BISWAS

📞 971544677365

✉️ [ovi317836@gmail.com](mailto:ovi317836@gmail.com)

📍 Dubai Investment Park 2, Dubai

### SKILL / EXPERT

- 📄 Microsoft word
- 📊 Excel
- 📽 PowerPoint
- 📁 Access

### LANGUAGES

Englash  
Hindi  
Bangla

### HOBBIES

- ✍ Writing ➤ Photography
- 📖 Reading ➤ Story Book
- 🗣 Speaking
- 🎧 Listening

### SPECIALIZATION

- Problem Solving.
- Communication.
- Creativity.
- Teamwork skills.

## PROFILE

- Hard working sincere & eager to learn.
- Strong academic Background & analytical ability.
- Ability to take responsibility.
- Aspiration to build a career shows superior performance
- Strong desires to achieve result.

## PERSONAL DETAILS

Name	: Alok Biswas
Date of Birth	: 01- 06 - 1995
Marital Status	: Single
Nationality	: Bangladeshi (By birth)
Gender	: Male
Passport	: A14199530
Mobile	: +971544677365
Blood Group	: B+

## EDUCATION

### Master of Arts (M.A) :

- Institute : National University, BD.
- Subject : Philosophy
- CGPA : 3.00 ( Out of 4 )
- Year of Passing : 2019

### Bachelor of Arts (B.A) :

- Institute : National University, BD.
- Subject : Philosophy
- CGPA : 3.03 ( Out of 4 )
- Year of Passing : 2018

## EDUCATION AND TRAINING

- Institute : Bangladesh Technical Education Board
- Subject : Basic Computer.
- Training Title : National Skill Standard Basic Course.
- Duration : 6 Month.

## WORK EXPERIENCE

### 1. Receptionist :

Fakhar Al Banghal Technical Works Co. L.L.C Dubai, U.A.E

### 2. Public Relation officer and Computer Operator :

(April 2019 – May 2024)

Greenhill State College , Shibgongj Sylhet, Bangladesh.

### 3. Salesman :

Easy Fashion Ltd.

2018-2019