



ARUP KUMAR SAHA

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Barishal, Bangladesh
linkedin.com/in/arupkumarsaha0

TECHNICAL SKILLS

SPSS, AMOS & SmartPLS

MS Office (Word, PPT)

MS Excel (Data Entry)

Computer Typing (EN / BN)

HTML, CSS & Bootstrap

AI Prompting & Internet Browsing

SOFT & ADMIN SKILLS

Attendance Records

Office Filing & Records

Administrative Support

Workplace Communication

Teamwork & Coordination

Time Management

Willingness to Learn

Office Confidentiality

ACTIVITIES & SPORTS

- Joint Gen. Secretary**, Jashore Student Welfare Association, BU
- Stall Co-Partner**, Sweets & Snacks Corner, Entrepreneurship Fair (2020)
- Campus Ambassador**, Admission Assistant
- Member**, BU Career Club (BUCC)
- Member**, BU Business Club (BUBC)
- Volunteer**, Come For Road Child (CRC)
- Player**, Management Studies Football Team
- Player**, Management Studies Badminton Team

LANGUAGES

Bengali Native
English Professional Working
Hindi Conversational

PERSONAL DETAILS

Father: Chandi Saha

Mother: Bashanti Saha

DOB: 19 August, 1999

Blood Group: AB+ (ve)

Religion: Hinduism

Present: Bijoy 24 Hall, University of Barishal, Barishal - 8200

Permanent: Bejpara, Jashore Sadar, Jashore - 7400

CAREER OBJECTIVE

Dedicated postgraduate business professional holding an MBA in Human Resource Management and a BBA from the University of Barishal. Seeking an entry-level role in Human Resources focusing on Talent Acquisition, recruitment coordination, and administrative support. Eager to leverage corporate exposure and campus leadership experience in candidate communication, documentation, and coordination to contribute effectively to organizational growth.

EXPERIENCE & PROJECTS

Intern (Corporate Exposure & Study)

Jun 2025 – Sep 2025

Amrita Consumer Food Products Ltd. | Barishal

- Observed daily office workflows, employee record-keeping systems, and administrative routines.
- Assisted office staff with routine paperwork support, sorting, and general document organization.
- Interacted with desk personnel to understand corporate practices and successfully completed academic internship report.

Project Volunteer – Operations & Data Support

Jun 2024 – Mar 2025

BRAC | Barishal

- Maintained and verified official physical registers to systematically document participant records and field interactions.
- Communicated directly with program beneficiaries for required documentation gathering and appointment scheduling.
- Entered case details into the Reintegration Management Information System (RMIS) accurately, ensuring zero documentation backlog.

Research Assistant (Academic Project)

Apr 2023 – May 2024

University of Barishal | Barishal

- Independently conducted comprehensive survey data collection, tabulation, and organization for academic management research.
- Executed thorough literature reviews, compiled primary data sets, and prepared structured summary reports for project documentation.

EDUCATION

Master of Business Administration (MBA)

Major: Human Resource Management (HRM)

University of Barishal

Passing Year: 2023

Department of Management Studies | CGPA: 3.09 / 4.00

Bachelor of Business Administration (BBA)

Major: Management Studies

University of Barishal

Passing Year: 2022

Department of Management Studies | CGPA: 3.21 / 4.00

Higher Secondary Certificate (HSC)

Group: Business Studies

Dr. Abdur Razzak Municipal College, Jashore (Jessore Board)

Passing Year: 2018

GPA: 4.33 / 5.00

Secondary School Certificate (SSC)

Group: Business Studies

Sammilani Institution, Jashore (Jessore Board)

Passing Year: 2016

GPA: 4.28 / 5.00

PROFESSIONAL TRAINING & CERTIFICATIONS

National Skill Standard Basic (360 Hours) – Computer Office Application

Jan – Jun, 2024

Skill Development Training Center, Urban Social Services Office, Barishal

Result: Grade A+

EDGE: Digital Skills Training – Web Design

Aug – Oct, 2024

Dept. of CSE, University of Barishal & Bangladesh Computer Council (BCC)

Result: Passed

REFERENCES

Surajit Kumar Mondal

Assistant Professor, Dept.

of Management Studies

University of Barishal

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sjitmgt1751@gmail.com

Ashok Bala

MRSC Coordinator

BRAC

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Applicant's Signature