



Personal Details:

Full Name : Tripti Sarker
Father's Name : Bishwa Ranjan Sarker
Mother's Name : Mukti Sarker
Date of Birth : July 15, 1997
Hight : 5' . 7"
Gender : Female
Marital : Married
Nationality : Bangladeshi
Religion : Hinduism
Current Location : Nabiganj, Hobiganj
Sylhet.

Academic Qualification:

Exam Title : **Masters of Business Administration (MBA)**
Concentration/Major: Accounting
Institute : National University
Result: CGPA : 3.22 (out of 4)
Pas.Year: 2020

Exam Title : **Bachelor of Business Administration (BBA)**
Concentration/Major: Accounting
Institute : National University
Result: CGPA: 3.03 (out of 4)
Pas.Year: 2018

Exam Title : **H.S.C**
Concentration/Major: Business Studies
Institute: Gurudayal Govt. College
Result: GPA: 4.70 (out of 5)
Pas.Year: 2014

Exam Title : **S.S.C**
Concentration/Major: Business Studies
Institute: Zilla Smaroni Girls High School
Result: GPA: 4.56 (out of 5)
Pas.Year: 2012

Tripti Sarker

Address: Nagua ses moor, Kishoreganj, Kishoreganj
Sadar, Kishoreganj Sadar, Kishoreganj 2300

Mobile: 01312087371

email : tripti15sarker@gmail.com

Career Objective:

To build a long term career with opportunities for career growth. To enhance my educational and professional skills in a stable and dynamic work-place. To solve problems in a creative and effective manaer in a challenging position.

Career Summary:

A highly organized and performance-driven professional with 4 years of progressive experience as a Officer and Floor Incharge at Walton Plaza. Demonstrated expertise in customer service, sales supervision, accounting, and cashier management, with a strong command of MS Office and team leadership. Adept at maintaining smooth showroom operations, achieving sales targets, and ensuring excellent customer satisfaction. Known for strong communication, accuracy in financial handling, and the ability to manage multiple responsibilities efficiently. Committed to driving organizational growth through dedication, professionalism, and continuous improvement.

Special Qualification:

Experienced in accounts and cash management, including billing, cash handling, financial record keeping, and reporting. Skilled in team supervision, microfinance operations, and customer relationship management, ensuring smooth operations and timely achievement of targets.

I can work under pressure and I am a quick learner
I also have strong analytical ability.

Employment History :

1. Shakti Foundation For Disadvantaged Women

Position : Microfinance Officer (MFO)

(February, 2026 - Continuing)
Nabiganj, Sylhet.

Duties/Responsibilities

Manage microfinance activities including loan disbursement and installment collection. Recruit and maintain member groups and conduct weekly meetings. Verify members through field visits before loan approval. Maintain records of loans, savings, and repayments. Follow up with members to ensure timely repayment

2. Walton

Position : Floor In charge

(September, 2021 - January, 2026)
Walton plaza, Kishoreganj

Duties/Responsibilities

Managed daily cash transactions, billing, and cash reconciliation to ensure financial accuracy. Maintained financial records, sales documentation, and transaction reports. Prepared and submitted daily and monthly financial and sales reports to management. Monitored stock records and coordinated with accounts and store departments for proper inventory and financial control. Ensured accurate cash management and compliance with organizational financial procedures.

Specialization:

Fields of Specialization

- Cash Handling and Financial Record Keeping
- Accounts Management and Billing Operations
- Financial Reporting and Documentation
- Customer Relationship Management
- Sales Target Achievement
- Team Supervision and Staff Coordination
- Problem Solving and Communication Skills
- Microfinance Operations & Field Management
- Loan Disbursement and Installment Collection

Language Proficiency :

Language	Reading	Writing	Speaking
English	High	Medium	Medium
Hindi	Medium	Medium	Medium
Bangla	High	High	High

Reference (s);

Name : Md. Mokter Hossain
Organization : Karimganj : College
Designation: principal
Address : Karimganj, Kishoreganj
Mobile : 01716866999