

Resume
of
JITU BARUA



MAILING ADDRESS:

Vill: Ichamati
9 No. Ward, Rangunia M/A
P.O +P.S: Rangunia, District: Chattogram.
Cell: 01824941880
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CAREER OBJECTIVE

I want to build up my career in a responsible position at a well-structured organization. I would like to develop my educational and professional skills in a challenging environment for growth a reputed organization.

Work Experience:

**Accounts & Finance Officer at Mohamuni Karmajibi Co-operative Society Ltd.
December 2022 to present.**

Responsibilities:

- * Receive and record daily cash collections.
- * Verify collection sheets and prepare vouchers.
- * Maintain cash register, cash book, general ledger, member ledger, and bank register.
- * Maintain member, deposit, and loan registers.
- * Prepare loan accounts for members and disburse loans.
- * Monitor and record accumulated expenses.
- * Prepare financial statements, including Profit & Loss Accounts and Balance Sheets.
- * Ensure accurate maintenance of financial records and accounting documentation.

COMPUTER SKILLS:

Microsoft Office Management Training Course (MS Word, MS Excel, MS Power Point & Internet.)

STRENGTH:

- Adoption ability with any situation.
- Hard working habit, self-driven and dynamic.
- Sharp sense of social responsibility.
- Strong communication and interpersonal skill.

LANGUAGE PROFICIENCY:

Bengali	:	Speak, Read & Write Very Efficiently.
English	:	Speak, Read & Write Very Efficiently.

ACADEMIC ATTAINMENTS

1. Name of Exam. : Bachelor of Business Administration (B.B.A)
Institution : HazeraTaju University College
University : National University
Subject : Management
Result : CGPA- 2.78 (Out of 4.00)
Year of Passing : 2015
2. Name of Exam. : Higher Secondary School Certificate (H.S.C)
Institution : Chittagong Engineering University School & College
Board : Chittagong
Group : Business Studies
Result : GPA-4.20 (Out of 5.00)
Year of Passing : 2011
3. Name of Exam. : Secondary School Certificate (S.S.C)
Institution : Chittagong Engineering University School & College
Board : Chittagong
Group : Business Studies
Result : GPA-4.25 (Out of 5.00)
Year of Passing : 2009

PERSONAL INFORMATION:

Father's Name : ArabinduBarua
Mother's Name : SheleBarua
Permanent Address : Vill: Ichamati, P.O: Rangunia
P.S: Rangunia, Dist: Chattogram.
Date of birth : 22.01.1994
Nationality : Bangladeshi by birth
Religion : Buddhist
Sex : Male
Marital Status : Single

DECLARATION OF AUTHENTICITY:

I their undersigned certify that this personal resume correctly describes my experience and me.

(Jitu Barua)