

APU DEB NATH



✉ Apudebnath975@gmail.com

☎ 01327054892

📍 Vill:Dakshin Protappur,Po:Maturtal Bazar,Ps:Goainghat,Dist:Sylhet-3100

🚀 SKILLS

Professional Skills: Sales Management, Customer Service, and Problem Solving.

Accounting Skills: Bookkeeping, Daily Cash Management, Billing & Invoicing.

Software Skills: Advanced MS Excel (Data Entry, Formula, Reporting).

Soft Skills: Analytical Thinking, Data Accuracy, Professional Integrity.

👤 PERSONAL DETAILS

Date of Birth : 14/04/1999

Marital Status : Married

Nationality : Bangladeshi

Religion : Hinduism

Gender : Male

National ID : 6924056432

Father's Name : Birendro Nath

Mother's Name : Sumoti Rani Nath

Blood Group : A(+ve)

❤️ INTERESTS

Field Administration

Sales operation

🎯 OBJECTIVE

Creative,energetic,people oriented,and individual seeking opportunity to work as a skilful professional in any organizational model where my educational background can be leveraged to augment organizational goals and objectives and enhance my professional experience.

💼 EXPERIENCE

Senior Sales Assistant 01.06.2019 - Present

SMC Pharma Limited

Accounting & Reporting Responsibilities (at SMC Pharma Ltd):

- Financial Record Keeping: Efficiently managing and reconciling daily sales and collection accounts.
- Transaction Management: Handling cash and credit transactions with high accuracy and ensuring timely deposits.
- Invoicing & Billing: Preparing and verifying invoices, delivery challans, and maintaining systematic documentation.
- Reporting: Preparing daily, weekly, and monthly sales and collection reports for management review.
- Data Analysis: Using MS Excel to track sales data, identify discrepancies, and maintain updated financial records.
- Inventory Reconciliation: Performing regular physical stock counts and reconciling them with digital ledger records to ensure zero discrepancy.

🎓 EDUCATION

Secondary School Certificate(SSC) 2016

Paschim Jafalong High School

3.72

Higher Secondary Certificate(HSC) 2018

Jaintapur Tayob Ali Degree College

3.17

Bachelor Of Arts(Honours) 2023

National University

2.60

💡 PROJECTS

Pharma Distribution

Accounting

Pharma Store Management

ACTIVITIES

Full-time

LANGUAGES

Bengali: Native (Excellent in Reading, Writing, and Speaking).

English: Proficient (Good in Reading, Writing, and Speaking).

C-Category Pharmacists

- I am a government registered pharmacist of C-category.
- My registration number is C-145338.

REFERENCE

MD.Saijuddin Saju - SMC Pharma Limited

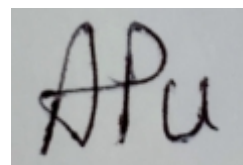
Distribution Incharge-DIC
01712028072

MD.Monirul Hasan - SMC Pharma Limited

Medical Promotion Officer
01722634554

DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.



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