

Aradhon Deb



+880 1742 669935



aradhondeb1994@gmail.com



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Present address : Surovipara, Sreemangal, Moulvibazar, Sylhet.

Career objectives:

As an experienced **Senior Accountant**, I am keen to contribute to a dynamic corporate organization with expertise in financial reporting, budgeting and auditing. Specifically, I am keen to help achieve the organization's strategic goals through accounting system optimization and financial analysis.

Job experience:

Senior Accountant at Shakti Foundation For Disadvantaged Women. Sreemangal, Moulvibazar. Working From 12/06/2019 to Till now.

- ❖ Manage full-cycle accounting operations, financial reporting and cash flow optimization through accounts receivable/payable.
- ❖ VAT/Tax compliance assurance and assist in internal/external audits and review of financial documentation and submit 100% error-free financial reports to annual audit.
- ❖ Financial data analysis and automated reporting system development using advance Excel.

Academic records:

- | | |
|--|-------------|
| ♦ Masters of Business Administration (Accounting) | 2019 |
| Institution : Moulvibazar Govt. College | |
| Result : 2.83 (out of 4.00) | |
| ♦ Bachelor of Business Studies (Pass) | 2016 |
| Institution : Moulvibazar Govt. College | |
| Result : 3.02 (out of 4.00) | |
| ♦ Higher Secondary Certificate (H.S.C) | 2013 |
| Institution : Moulvibazar Govt. College | |
| Result : 3.90 (out of 5.00) | |
| Group : Business Studies | |
| Board : Sylhet | |
| ♦ Secondary School Certificate (S.S.C) | 2011 |
| Institution : Chowdhury Asia Rahman Academy | |
| Result : 4.88 (out of 5.00) | |
| Group : Humanities | |
| Board : Sylhet | |

Technical skills:

- ♦ Software: Microsoft skills-Advanced Functions, ERP Software-Level 16, version-v2.6.1.2.
- ♦ Internet: Tax E-Filing, Digital Financial Research.

Training summary:

- ♦ Job Readiness Training by Career Hub Powerd by BRAC from 14-07-2024 to 17-07-24.

Language proficiency:

- ♦ English : Can read, write and speak fluently.
- ♦ Bengali : Can read, write and speak fluently.

Personal details:

Father's name : Late. Drabandra Deb
Mother's name : Niva Rani Deb
Date of birth : 6th Dec. 1994
NID number : 19945818031000047
Permanent address : Chatura, Rajnagar, Moulvibazar, Sylhet.

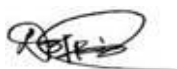
Reference:**Md Lutfur Rahman**

Lecturer
Moulvibazar Govt. College
Moulvibazar
Cell: +880 1747 922723

Md Mahabur Rahman

Monitoring Coordinator
Shakti Foundation
Cell: +880 1844 503902
Email: mmrahman@shakti.org.bd

I confirm that to the best of my knowledge the information given herewith is true, authentic and up to date.



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Aradhon Deb