



## PROSEN BISWAS

123/1A Abu Ahmed Road,  
Banorgati, Sonadanga  
Khulna - 9100  
Mobile: 01912-286687  
Mail: seni.was@gmail.com

## PROFILE

I worked three years as a Account Officer at Fish Processing & Export Company. Also worked one year Akij Biri Factory Ltd.(ABFL) as an Accountant Depot. Now i'm working at SDC as Customer relationship officer.

## SKILLS

- Banking
- Cash, Ledger, Sales
- Bill, Stock
- Purchase

## WORK EXPERIENCE

### Receptionist (Mar 2024 – Current)

*Sandhani Clinic & Diagnostic Complex – Khulna*

- Provide pathological test information & desired query.

### Accountant Depot (Jan 2023 – Dec 2023)

*Akij Biri Factory Limited - Cumilla*

- Inspect TA, DA, Ripiar bill & make chalan.
- Maintain cash book, ledger book, sales book, stock book, submit everyday report & other documentation.

### Account Officer (Sep 2019 - Dec 2022)

*Bionic Sea Food Exports Ltd. - Khulna*

- Prepared supplier bill, commission bill, maintain ledger, cash payment record, salary sheet & other documaentation.
- Worked also cashier, bank related work, make over two cror payment each week & good maintain capability.
- As per company requirement purchued all kind of production related goods.

## EDUCATION

### M.B.S. : Marketing

*New Model University College / Dhaka*

2010

### B.B.S. Hon's : Marketing

*Govt. Azam Khan Commerce College / Khulna*

2009

### H.S.C. : Business Studies

*Govt. Sundarban Adarsha Mahavidyalaya / Khulna*

2005

### S.S.C. : Business Studies

*Saint Joseph's High School / Khulna*

2003

## HONORS

For my work & responsibilities I was honored by Bionic sea food exports ltd.

- Account Officer (2021)

## LANGUAGES

- Bangla
- English

## REFERENCE

- SK Mohidul Haque  
Admin Officer  
Sandhani Clinic &  
Diagnostic Complex  
Khulna  
Mobile: 01912-070710
- Md. Qaium Sarker  
Junior Distribution Officer  
Akij Group (ABFL)  
Cumilla Sole Depot  
Mobile: 01820-203146

## TRAINING

I was Trained by Bangladesh Computer Council on Office program

- Introduction to Computer Application Packages and Programming (ICAP).  
2010

## PRSONAL INFORMATION

Name : Prosen Biswas

Father's Name : Niranjan Biswas

Mother's Name : Bijoya Biswas

Present Adress : Ward no -18; House no – 123/1A;  
Road – Abu Ahmed Road;  
Banargati, Sonadanga

Date of Birth : 15 March, 1988

Blood Group : AB<sup>+</sup>

Height : 169cm

Marital Status : Married

Religion : Sanatan

National ID : 192 309 8725

Nationality : Bangladeshi

