

LITAN CHANDRA ROY

Address: Kismat Syedpur, Madhabpur-5110, Pirganj, Thakurgoan
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Career Objective:

To build a challenging career with a renowned organization where I can interest my knowledge and skill and unleash maximum efforts to add value to that organization and explore my potentials.

Career Summary:

Work well under pressure as part of a team. Polite respectful and courteous manners. Responsible efficient and flexible. Ability to work in a fast-paced intense environment smoothly.

Employment History:

Total Year of Experience: 3.5 yrs.

1. **Co-operative Finance Officer**
(1stOctober 2022 - 2nd April 2026)

Good Neighbors Bangladesh

Area of Expertise

- **Duties/Responsibilities:**
- All kind of project department Voucher management (Cash withdraw, Cash Distribution and voucher management.)
Prepared Cash Book and ledger Book maintain & Monthly Received and payment.
- Monitoring and collecting staff attendance sheet. Handles emails ,phone calls, and official correspondence, draft letters , notices and memos. Coordinate internal and external communication.
- Maintained leave record. Ensure to make regular field visit to disseminate update information. Supporting training and staff development activities.
- Collecting feedback and submit field visit report to his/ her supervision.
- Monthly Meeting and Financial Data Management and IG Activity Monitoring and Field visit activities.
- Manage schedules, calendars and appointment. Ensure availability of office supplies and logistics.
- Prepared VAT & Tax statement, deposit and Challan submit at VAT & Tax office.
- Prepared daily,monthly and annual reports. Analyze basic data for decision-making and allocation income & expanse.
- Logistic Management for department (Prepared Asset list, Asset maintain, Asset purchase and project department inventory Maintain.
- Organization and time management and Data Soft 360 Input Daily Data MIS and AIS Maintain.

- Maintain petty cash records assist in budgeting and expense tracking. Prepare organize and maintain files and records. Handle official documents, letter and reports. Ensure proper data storage(Physical and Digital).

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration
Masters of Business Administration	Human Resource Management (HRM)	Dhaka International University (DIU)	CGPA:3.46 out of 4	2025	1 Year
Bachelor of Business Administration (BBA)	Marketing	K B M College, Dinajpur Under of National University	CGPA:3.00 out of 4	2019	4 Year
HSC	Business Studies	Pirganj Govt. College	CGPA:3.25 out of 5	2015	2 Year
SSC	Science	Vadua High School	CGPA:4.13 out of 5	2013	2 Year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer course	Microsoft word office	Vocational Institute	Bangladesh	Dinajpur	2019	6 Month
Data Soft 360 software training	MIS and AIS	Good Neighbors Bangladesh	Bangladesh	Dhaka	2023	4 Days

Career and Application Information:

Looking For : Mid-Level Job
 Preferred Job Category : Accounting/Finance/Admin/HR/ NGO/Development
 Preferred District : Anywhere of Bangladesh.

Fields of Specialization:

- **Accounting/Finance/Admin/HR**
- **Physical Rehabilitation.**
- **Disability Inclusion.**

Language Proficiency:

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

Personal Details:

Father's Name : Dinabondhu Roy
Mother's Name : Dipti Rani Roy
Date of Birth : October 10, 1996
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 9576000690
Religion : Hindu
Permanent Address : Kismat Syedpur, Madhabpur-5110 Pirganj, Thakurgoan
Current Location : Dhaka
Blood Group : B+

Declaration:

I, here by, declare that all the information provided is true in my sense & I am able to provide documents and other information if necessary.

Signature:

Date: 13-04-2026