

JOY KUMAR CHANDO

Address: kalaskati-8284, Singha Bari, Word No : 01, Bakerganj, Barishal, Bangladesh

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PROFESSIONAL SUMMARY

Result-oriented Accounting and Finance Professional with an MBA & BBA in Accounting and a diverse background spanning the corporate pharmaceutical sector and social development organizations. Certified Income Tax Practitioner (ITP) with proven expertise in ledger management, high-volume financial transactions, bank reconciliation, and regulatory tax compliance. Adept at handling corporate financial operations, internal controls, and community mobilization projects, combining sharp analytical skills with practical operational efficiency. Aspiring to transition into a reputable corporate body or development institution where I can leverage my financial expertise, audit support capabilities, and data-driven documentation to excel in Accounts, Audit, or Tax roles.

KEY SKILLS

- Community Mobilization & Field Operations, Integrated Social Work & Disaster Management
- Financial & Accounting Management, Financial Reporting & Documentation
- VAT & Tax Compliance (**ITP Certified**), Audit Support & Internal Controls
- Bank Reconciliation & Cash Flow Management
- Leadership & Crisis Management

PROFESSIONAL EXPERIENCE

Executive Officer (Accounts & Finance)

September 2025 – February
2026

Pristine Pharmaceuticals Ltd., Patuakhali BSCIC Industrial Area, Majhgram, Patuakhali Sadar, Patuakhali

- Maintaining sales records.
- Preparing and verifying invoices, bills, and outgoing payments.
- Managing company cashflow and performing regular bank transactions reconciliation.
- Calculating Accounts Receivable.
- Preparing Ledgers & maintenance records.
- Preparing Income Statements (Profit/Loss).
- Managing Assets, Owners' Equity & Liability Statements.

Field Officer & Volunteer

January 2022 – January 2023

Social Advancement Community Organization - SACO "(A Social Co-operative Organisation)"

- Experience in Savings and Collection.
- Microfinance Management.
- Library Operations.
- Disaster Relief.
- Education and Health Initiatives.
- Community Cleanliness & Election Monitoring.

EDUCATIONAL QUALIFICATION

EXAM NAME	GROUP / MAJOR	PASSING YEAR	BOARD / UNIVERSITY	GPA / CGPA
M.B.A.	Accounting	2022	National University	3.06 (Out of 4.00)
B.B.A.	Accounting	2021	National University	3.31 (Out of 4.00)
H.S.C.	Business Studies	2017	Barishal Board	4.42 (Out of 5.00)
S.S.C.	Business Studies	2015	Barishal Board	4.00 (Out of 5.00)

TRAINING & CERTIFICATIONS

- Income Tax Practitioner (ITP) – National Board of Revenue (NBR), Agargaon, Dhaka.
- ICT Training Programme (Word, Excel & PowerPoint) – EDGE Skill Student4 Programme, Patuakhali Science & Technology University (PSTU), Dumki, Patuakhali.
- Training on Integrated Social Development & Microfinance Operations – Social Advancement Community Organization - SACO.
- First Aid Treatment Training – Bangladesh Red Crescent Society, Patuakhali Unit.

PERSONAL INFORMATION

Father's Name: Nittya Nanda Chando
Mother's Name: Sabitri Rani Chando
Date of Birth: 10 November, 1998
Nationality: Bangladeshi
Gender: Male
Marital Status: Unmarried
Religion: Hinduism
Blood Group: B Negative
NID No: 2853729107

LANGUAGES

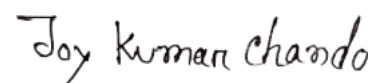
- **Bengali:** Native (Spoken & Written)
- **English:** Intermediate (Professional Communication)

REFERENCES

MD. Anamul Kabir
Associate Professor, Department of Accounting
Patuakhali Govt. College, Patuakhali
Mobile No: 01710552762
Email: kabir2010@gmail.com

Mintu Lal Biswas
Assistant Teacher, **Boya Govt. Primary School**
Miarhat, Shawrupkathi, Pirojpur
Mobile No: 01725927692
Email: mintubiswas92@gmail.com

Date:


Joy Kumar Chando