

**CURRICULUM VITAE**  
**OF**  
**BIDHAN CHAKMA**



**Mailing Address:**

Contact: 01572910987

Vill: Tula Para, Union: 2 No Boalkhali Union

Upazilla: Dighinala, Dist: Khagrachari.

Gmail:- [bidhanchakm14@gmail.com](mailto:bidhanchakm14@gmail.com)

**JOB EXPERIENCE**

**1. Institute : Chittagong Hill Track Development Board(CHTDB)**  
**Rangamati Sadar, Rangamati**

Position Name : Accountant ( Cotton Project)

Duration : 1.2 year more (23/04/2025-Present).

➤ **Responsibilities:**

- Maintain accurate Financial records and books of accounts.
- Prepare daily, monthly, and yearly financial reports.
- Handle cash, bank transaction, and reconciliations.
- Ensure timely Payment of salaries, taxes, and bills.
- Assist in audit activities and respond to audit objections.
- Maintain Proper documentation and filing of financial records.
- Support senior officer with financial analysis and reports.
- Maintain Vat Register.

**2. Institute : Al-manar Hospital Ltd, Mohammadpur, Dhaka.**

Position Name : Front Desk Management.

Duration : 1.7 year (12/10/2023-17/04/2025).

➤ **Responsibilities:**

- Patient Reception & Registration.
- Appointment Management.
- Communication & Coordination.
- Billing & Insurance Support.
- Record & Documentation.
- Visitor Management.
- Customer Service & Complaint Handling.

**CAREER OBJECTIVES**

- To enjoy the thrill & fragrance of the latest & innovative ideas of Accountancy, Finance costing and Taxation etc and take overall responsibility of finance, account and treasury management as well as administrative management in any reputed organization or a group of companies or NGO environment.
- Intend to work in challenging and competitive environment, where strong sense of

responsibility and commitment requires. I strongly believe my skills will equip me work in any place, where dignity of work provides job satisfaction and place of work provides potential to secure position.

## COMPUTER SKILL

- MS EXCEL( SUB TOTAL, ROUND, EOMONTH, EDATE, WORKDAY, SUMIF, AVERAGEIF, COUNTIF, IF, CONDITIONAL PROMATING, PIVOT TABLE)
- MS WORD ( TYPING SPEED): BANGLA-20, ENGLISH- 25
- MS POWERPOINT( ANY TYPE PRESENTATION)

## ACADEMIC CAREER

### Master of Business Administration Certificate(M.B.A)

|           |   |                     |
|-----------|---|---------------------|
| Institute | : | National University |
| Subject   | : | Accounting          |
| Course    | : | Completed(4 years)  |
| CGPA      | : | 2.78(Out of 4)      |

### Bachelor of Business Administration Certificate(B.B.A)

|           |   |                     |
|-----------|---|---------------------|
| Institute | : | National University |
| Subject   | : | Accounting          |
| Course    | : | Completed(4 years)  |
| CGPA      | : | 3.00(Out of 4)      |

### Higher Secondary Certificate (H.S.C)

|              |   |                           |
|--------------|---|---------------------------|
| Institute    | : | Khagrachari Govt. College |
| Group        | : | Business Studies          |
| Passing Year | : | 2014                      |
| Board        | : | Chittagong                |
| Result       | : | GPA-3.00 (Out of 5.00)    |

### Secondary School Certificate (S.S.C)

|              |   |                             |
|--------------|---|-----------------------------|
| Institute    | : | Dighinala Govt. High School |
| Group        | : | Business Studies            |
| Passing Year | : | 2012                        |
| Board        | : | Chittagong                  |
| Result       | : | GPA-3.88 (Out of 5.00)      |

## TRAINING/INTERNEE

1. **Institute** : Department of Youth Development, Rangamati.  
**Training Name** : Computer Basic & Ict Application Course  
**Duration** : 06 Months(01/07/2018-31/12/2018)
2. **Institute** : **Technical Training Center, Rangamati.**  
**Training Name** : Electrical Maintenance Work  
**Duration** : 6 months(01/01/2016-30/06/2016)

## LANGUAGE PROFICIENCY

- ✓ Excellent Verbal and writing proficiency in both Bengali and English.

## PERSONAL PROFILE

- Name : Bidhan Chakma
- Father's Name : Amal Khanti Chakma
- Mother's Name : Mamata Chakma
- Permanent Address : Vill: Tula Para, Union: 2No Boalkhali  
Union, Up: Dighinala, Dist: Khagrachari.
- Date of Birth : 15<sup>th</sup> February 1996
- Nationality : Bangladeshi (By birth)
- Gender : male
- Marital Status : Single
- Blood Group : B+
- Height : 5 feet 3 inch
- Religion : Buddhist

## REFERENCE (S)

|                | Reference: 01                          | Reference: 02             |
|----------------|----------------------------------------|---------------------------|
| ➤ Name         | : <b>SUKENDU BIKASH CHAKMA</b>         | <b>BIGHAN ALO CHAKMA</b>  |
| ➤ Organization | : <b>KHAGRACHARI IDEAL HIGH SCHOOL</b> | <b>HORTICUTURE CENTER</b> |
| ➤ Designation  | : <b>TEACHER</b>                       | <b>FARM LABOUR</b>        |
| ➤ Phone        | <b>01556619726</b>                     | <b>01554769788</b>        |
| ➤ Relation     | : <b>RELATIVE</b>                      | <b>RELATIVE</b>           |

## DECLARATION

- ❖ I Undersigned declared that all the above information stated above are true and correct as per my knowledge.

Signature

*Bidhan Chakma*

Bidhan Chakma