



AKASH MRONG



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17 Nov 1993



TB gate, Mohakhali, Dhaka

Summary

Seeking for a dynamic and challenging position where I have the opportunity to implement my ideas to achieve my target. Went to work in both individual and team based job that frequently faces various challenges and serves the community with individual skills. I am willing to give total support to the organization with the capabilities that I have, in order to achieve organisation's goals.

Skills

- MS Word
- MS Excel
- Internet Browsing

Education

Secondary School Certificate (SSC)

Habirbari Sonar Bangla High School
01 Jan 2003 – 31 Dec 2008 | GPA: 4.06
(out of 5)

Higher Secondary Certificate (HSC)

Mymensingh College
01 Jan 2009 – 31 Dec 2010 | GPA: 3.40
(out of 5)

Bachelor of Business Administration (BBA)

National University
01 Jan 2011 – 31 Dec 2015 | CGPA: 2.72
(out of 4)

Languages

- Bangali
- English

Work Experience

Accountants

Bhaluka Feeds Mill | 01 Feb 2017 – 31 Oct 2020

Job Responsibilities:

1. Maintained all type of accounts for the office ensuring accuracy and compliance
2. Prepared salary sheets, daily cash books and ledgers.
3. Managed financial records and reconciled monthly accounts.
4. Assisted in budgeting and expense monitoring to optimize resources.
5. Generated financial reports for management review and decision making.

Upazila Facilitator

BCC Firm (World Bank Project) | 02 Jul 2021 – 30 Oct 2025

Job Responsibilities:

1. Developed comprehensive work plans to guide project activities.
2. Prepared monthly reports summarizing progress and key findings.
3. Conducted surveys to gather data and assess community needs.
4. Facilitated training sessions to enhance community engagement and participation.
5. Monitored project implementation and ensured timely delivery of outcomes.