

JAKSON CHAKMA

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Nationality: Bangladeshi



PROFESSIONAL SUMMARY

A dedicated, detail-oriented, and highly organized graduate seeking to leverage strong foundational IT and analytical skills in the Junior Accountant role at Shakti Foundation. Possesses a solid understanding of basic bookkeeping, financial data entry, and cash management principles. Demonstrates a continuous learning mindset with a proven ability to maintain accuracy in high-volume administrative tasks and collaborate effectively within a structured team environment.

CORE SKILLS

Proficient in foundational accounting principles, basic bookkeeping, and accurate financial data entry. Possesses solid computer literacy with operational familiarity in Microsoft Excel and Word for managing branch-level documentation and spreadsheets. Demonstrates strong attention to detail and analytical skills to minimize errors in high-volume transactions. Highly organized, deadline-oriented, and capable of maintaining professional integrity while collaborating effectively within a team.

TRAINING & TECHNICAL QUALIFICATIONS

- **6-Month Training Course in Computer & Office Applications:** Completed a comprehensive professional course covering operational workflows, documentation, spreadsheets, and foundational IT operations.

EDUCATION

Degree/ Exam	Group/ Major	Board/ University	Institution	Passing Year	Result
BA	Bangla	National University	National University, Bangladesh	2023	GPA: 2.81
HSC	Humanities	Chittagong	Rangamati Govt College & University	2019	GPA: 2.58
SSC	Humanities	Chittagong	Juno Pahar High School	2017	GPA: 3.45

LANGUAGE PROFICIENCY

- **Chakma:** Native / Mother Tongue
- **Bangla:** Full Professional Fluency
- **English:** Professional Working Proficiency

Sincerely Yours,

Jakson Chakma