

Roni Das

Mailing Address: West Gatia denga, 08 no Word, 06 no Eochia, Satkania, Chittagong
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Career Objective:

To work in challenging environment, utilizing my knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

Experience:

Present position: Cash Officer (15.11.2022-till present)

Institution: Proshika Human Development Centre

Job description:

- ⇒ Handling daily cash transactions and maintaining accurate financial records.
- ⇒ Managing receipts, payments, and deposits efficiently.
- ⇒ Assisting in financial reporting and ensuring compliance with organizational policies.
- ⇒ Coordinating with other departments for smooth financial operations.

Educational Qualifications:

Degree Detail	Year	Result
Master of Business Studies (MBS) MBS, Major in Management Govt. Commerce College, Chattogram.	Continue	
Bachelor of Business Studies (BBS) Pass course, Satkania Govt. College, Chattogram.	2018	2.74
Higher Secondary Certificate HSC, Business Studies Banskhali Degree College, Chattogram.	2015	2.17
Secondary School Certificate SSC, Business Studies West Gatia Denga High School, Satkania, Chattogram.	2013	3.38

SOFT SKILLS	
Communication Skills	Public speaking, presentation, team work
Analytical Ability	Research, problem solving, creativity, organization, analyzing
Leadership Skills	Positivity, courage, passion, integrity

Language Skill:

- Fluent in Bengali and English both in writing & speaking.

Technical Skill:

- MS Office (Excel, Power point, Word).
- Anydesk, Team Viewer, Email communication

Personal Information:

Father's Name	Nikhil Das
Mother's Name	Sawpna Das
Date of Birth	04.02.1998
Religion	Hindu
Blood Group	O+
Marital Status	Unmarried
Nationality	Bangladeshi
National ID	6904951149

Reference:

- References Name** : Sukanta Biswas
Organization : Gatiadenga Alhaj Shafia Mamtajul Houqe High School.
Designation : Assitant Head Teacher.
Mobile : +01815618425
- References Name** : Raju Das
Organization : Maersk.
Designation : Marine operations & Terminal planning officer.
Mobile : +8801840874431



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