

Rupon Chakrabarti

Address: Samaikona, Kalungka, Mohanganj, Netrakona

Email: ruponcb007@gmail.com

Contact No: +8801729-133188 (WhatsApp)

LinkedIn: [Rupon Chakrabarti](#)



Career Summary:

- Presently working as **Officer Accounts** at Ms Bhuiyan Builders and having solid 10 years' experience in the field of Accounts And Finance, Accounts Payable/ Receivable, Vendor Payment, Budgeting and Costing and Negotiation.
- Perform Accounts And Finance with having experience in Payroll and budgeting. Can take General Decisions and Negotiation with have expertise in Financial Analysis in any situation with maintaining a win-win position along with effectively and efficiently.
- Profound understanding and knowledge Accounts And Finance department with Microsoft in Word, Excel, PowerPoint. Fluent in Bangla and full working knowledge in English language.

Career Objective:

To work in the **Officer Accounts** role of the different local or multinational organizations in Bangladesh and grow rapidly with increasing responsibilities.

Key Skills:

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|--------------------------------|----------------------|-------------------|
| • Effective Communication | • Financial Analysis | • Documentation |
| • Payroll | • Vendor Payment | • Time Management |
| • Budgeting and Costing | • Negotiation | • Teamwork |
| • Accounts Payable/ Receivable | • Financial Report | • Problem Solving |

Work Experiences:

1. Organization Name: Ms Bhuiyan Builders

Job Location: Netrakona

Designation: Accounts Assistant

Duration: From March 2016 to till now

Job Responsibilities:

Reporting To: Director

- Organizing financial reports regularly and providing information to the finance team.
- Monitoring daily transactions and answering any queries.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Recording office expenditures and ensuring these expenses are within the set budget.
- Resolving errors in financial reports and correcting faulty reporting methods.
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records and statements.
- Monitoring daily communications and answering any queries.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Liaising with third-party providers, clients and suppliers.
- Updating and maintaining procedural documentation.

Key Achievements:

- Conducted business smoothly with the help of all employees.
- Reduced to cut material and manpower costs.
- Selling products by establishing a beautiful relationship with the client.
- Improving the company's accounting system then in the past which is appreciated by the owner.
- Arranged to save money by negotiating the purchase of goods from suppliers in case of purchase of essential items.

Academic Qualifications:

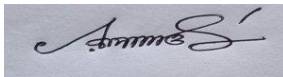
- Master of Business Administration (MBA) in Management from National University with 2.45/4 in 2021
- Bachelor of Business Administration (BBA) in Management from National University with 2.40/4 in 2018
- HSC in Business Studies from Mohangonj Technical And Business Commercial College with GPA 4.65/5 in 2014
- SSC in Humanities from Mohangonj Pailot Govt. High School with GPA 4.00/5 in 2010

Personal Information:

- **Date of Birth:** March 01, 1993 **Home District:** Netrakona **NID NO:** 19937216321000034

References:

- **Jashim Uddin Bhuiyan**, CEO, Ms Bhuiyan Builders, Contact: +8801611-345861
- **Shah Alam**, Officer, Bangladesh Krishi Bank, Netrokona, Contact: +8801711-280267



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Date: 02-06-26