

Badol Chandra Roy

Mailing Address:

P-73/2,Boishakhi Sarani,Middle Badda,Dhaka.

Contact No: +8801761307995

E-mail:badolroy97@gmail.com



Career objectives:

Motivated Banking and Insurance graduate aspiring to embark on a rewarding career in financial industry. Eager to apply academic knowledge and passion for finance, along with strong analytical skills, to contribute effectively to the success of a dynamic financial institution. Committed to continuous learning and professional growth to excel in this competitive field.

Educational Qualification:

Qualification	Institution	Department/Group	Passing Year	Grade
MBA	University of Rajshahi	Banking & Insurance	2020	2.96 out of 4.00
BBA	University of Rajshahi	Banking & Insurance	2019	2.83out of 4.00
H.S.C	Birganj College	Science	2014	4.50out of 5.00
S.S.C	Birganj Govt. High School	Science	2012	5.00out of 5.00

Working Experience:

✓ Data Entry Operator, United Commercial Bank,Dhaka.(April 26- Present)

Responsibilities: As a Data Entry Operator at UCB Bank PLC, I am responsible for accurately entering and updating financial and customer data into the bank's internal systems. I ensure the verification and correction of records related to the Internal Audit and Compliance Department to maintain data integrity and compliance standards. I also assist in organizing reports and maintaining confidential information with a high level of accuracy, efficiency, and professionalism.

✓ Junior Executive,Commercial,Bright Solutions Ltd.,Dhaka. (July 24- March 26)

Responsibilities: Assist in managing day-to-day operations related commercial and accounts.Coordinate with suppliers and vendors for timely delivery of goods and services.Prepare and maintain purchase orders and ensure accuracy in documentation.Support in inventory management and stock reconciliation

activities Assist in negotiating pricing and terms with suppliers to achieve cost efficiencies. Monitor and track shipments to ensure on-time delivery and resolve any discrepancies. Generate reports on procurement activities, inventory levels, and supplier performance. Assist in analyzing market trends and conducting research on potential vendors. Collaborate with other departments, such as finance and logistics, to ensure smooth operations transactions.

✓ **Projectionist, District Family Planning Office, Thakurgaon. (November 22- June 24)**

Responsibilities: Managing and coordinating family planning programs and services. Developing educational materials and conducting outreach activities to promote family planning awareness. Providing counseling and support to individuals seeking family planning services. Collaborating with family planning healthcare providers and community organizations to expand access to family planning services.

✓ **Intern-Taxes Zone of Rajshahi, Surveyor. (June 19- December 19)**

Responsibilities: Property assessment for taxation purpose, including market values. Enforcing tax compliance through audits, reviews, and investigations. Providing customer service by assisting taxpayers with inquiries and disputes.

Computer Skills:

- ✓ Efficient in Ms Word, Ms Excel, Ms Power Point.

Extra-Curricular Activities:

- ✓ Executive Member of Badhan, Shaheed Habibur Rahman Hall Unit, University of Rajshahi.
- ✓ Member of Student Community Police.
- ✓ Director of Community Service Unit, Banking & Insurance Forum, University of Rajshahi.

References:

Md. Tohidul Alam
Associate Professor,
Banking & Insurance
University of Rajshahi
Rajshahi-6205
E-mail: mtalam@ru.ac.bd
Contract No. 01913085533

Syed Mohammad Abu Daud
Commissioner of Taxes,
National Board of Revenue
Ministry of Finance
People's Republic of Bangladesh.
Email: badalsyed@yahoo.com
Contract No. 01708169689

Declaration:

I hereby declare that all information stated here is true and complete to the best of my knowledge and behalf.

Badol Chandra Roy

(Badol Chandra Roy)