

Circular # CIR/2026/099

Tracking # 1214344

PRODIP KUMAR MANDAL

Present Address:

2No, English Road, Tatibazer, Dhaka

Mobile: 01721297861

E-mail: prodipm11@gmail.com

PERSONAL INFORMATION

Name	: PRODIP KUMAR MANDAL	Alternate Contact No.	:
Father's Name	: Pronab kumar mandal	Residence Phone	: 01721297861
Mother's Name	: Rina Rani Mandal	Marital Status	: Single
Date of Birth	: Mar 30, 1996	Gender	: Male
Home District	: Pirojpur	Blood Group	: B+
Religion	: Hindu	National ID	: 6435970451
Nationality	: Bangladeshi		

Permanent Address:

Chinabunia, Doihari, Nesrabad (Swarupkathi), Pirojpur.

ACADEMIC QUALIFICATION

Degree	Subject/Major	University/Faculty/College/School	Year	Result	Out of
M.B.A	Accounting	Kabi nazrul govt college, University of Dhaka	2020	2.91	4.00
B.B.A	Accounting	Kabi nazrul govt college, University of Dhaka	2019	2.97	4.00
H.S.C	Computer Operation	West sohagdall shahid smrity degree college, Techincal Board	2014	4.81	5.00
S.S.C	Computing And Information System	West sohagdall shahid smrity high school, Techincal Board	2012	4.73	5.00

JOB EXPERIENCE

01. **Executive Billing** , Ahsania Mission Cancer and General Hospital - AMCGH (January 1, 2026 to till date) 2 months

Job Summary : Preparing vouchers, bills, payment statements, and maintaining daily accounts records.
Managing bookkeeping functions, including ledger posting, journal entries, and balancing.
Assisting in monthly and yearly financial report preparation and account reconciliation.
Monitoring cash inflows/outflows and ensuring accuracy in financial documentation.
Maintaining inventory-related accounts and coordinating with procurement and store teams.
Supporting internal and external audits by providing required financial documents.
Checking and verifying invoices, receipts, and expense claims as per organizational policy.
Ensuring compliance with accounting standards and maintaining confidentiality of financial data.

02. **Customer Services Officer** , Popular Diagnostic Center Ltd (English Road) (June 1, 2024 to December 31, 2025) 1 year 6 months

Job Summary : Managing patient billing, payment collection, and maintaining accurate financial records.
Providing clear and courteous assistance to patients regarding billing queries and service information.
Ensuring accurate entry of billing data into the system to prevent discrepancies.
Coordinating with laboratory, doctor chambers, and service desks for smooth service delivery.

Handling cash, card payments, and preparing daily transaction summaries.
Supporting patients with registration, bill adjustments, refunds, and service updates.
Resolving customer complaints promptly and ensuring satisfactory service recovery.
Maintaining confidentiality of patient information and following organizational policies.
Assisting supervisors with reporting, documentation, and daily operational tasks.

OTHER INFORMATION

Proficiency in English : Reading : Excellent Writing : Excellent Speaking : Good

Computer Skills

National Skill Standard Basic Course – Spark Computer Training
Institute, Pirojpur | BTEB | 2014 | Result: A+
Affiliate Marketing Training – BASIS Institute of Technology & Management (BITM), Supported by SEIP

Academic Distinctions

Extra Curricular Activities

Volunteer activities and community service
Organizing and participating in social initiatives
Sports activities: Cricket, Football, and Badminton
Photography and creative hobbies contributing to social events

Any other thing you want to disclose

All information in this resume is true and correct to the best of my knowledge and belief.

REFEREE INFORMATION

1. **Name** : PARTHA ROY
Position : Senior Officer
Company Name : Agrani bank Ltd
Address : Bank town, Saver.
Phone : 01767559955
Email :
Relation : Brother
2. **Name** : Sumon Biswas
Position : Superintendent of Drug
Company Name : Ministry of Health and Family Welfare
Address : Ghoyeskathi, Nesrabad (swarupkathi) Pirojpur
Phone : 01741318353
Email :
Relation : Brother