

Tapos Sarker

Village:South Hizal Taly,P.O.+ P.S. :Kaliakoir,District: Gazipur., Kaliakair,
Kaliakair, Gazipur 1750

01309324668, 01309324668

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Career Objective

To build up a career as a responsible employee in a dynamic and challenging environment with excellent career development prospect where hard work, strict discipline, determination and creative problem solving are the cornerstone of success.

Career Summary

Finance and accounting professional skilled in procurement, reporting, and process improvement, passionate about supporting health policy and driving community impact.

Special Qualification

Work well under pressure as part of a team. Well-groomed appearance Polite, respectful, and courteous manners. Responsible, efficient, and flexible. Ability to work in a fast-paced, intense. environment smoothly.

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Business Administration (BBA)	Accounting	National University (Mirzapur College)	2.6 out of 4	2018	4 Years	
HSC	Business Studies	Kaliakair Degree College, Kalilakair	3.9 out of 5	2014		
SSC	Business Studies	Golam Nabi High School, Kaliakair, Gazipur	4.13 out of 5	2012		

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate in National Skill Standard Basic Course Examination,2019	Computer Office Application	Octal Computer Technology, Gazipur	Bangladesh	Gazipur	2019	6 Month

Career and Application Information

Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, Supply Chain/Procurement, Data Entry/Computer Operator

Looking For : Entry Level Job

Present Salary : Tk. 0

Expected Salary : Tk. 0

Preferred District : Anywhere in Bangladesh

Preferred Organization Types : Investment/Merchant Banking, Manufacturing (FMCG), Software Company, NGO, Logistic/Courier/Air Express Companies, Consulting Firms, Audit Firms /Tax Consultant, Pharmaceutical/Medicine Companies, Tobacco, Share Brokerage/ Securities House, Garments Accessories, Micro-Credit

Skill

Fields of Skill	Description
- Accounting Data Entry - HR information systems and Microsoft Office - Self Motivation - Poultry Industry	Accounting & Bookkeeping – Ledger, Voucher Entry, Bank Reconciliation, Financial Reporting Financial Analysis – Budgeting, Expenditure Tracking, Variance Analysis, Donor Reporting Procurement & Supply Chain – Vendor Sourcing, Quotation Analysis, Price Negotiation, Purchase Order. Soft Skills – Communication, Teamwork, Problem Solving, Adaptability

Extra Curricular Activities

Extracurricular Activities Volunteered in local health awareness campaigns and community development programs in Gazipur. Active member of University Business Club, participated in debate, business case competitions, and leadership workshops. Participated in Blood Donation Programs organized by Bangladesh Red Crescent Society. Organized and coordinated cultural programs and sports events at college and university level. Engaged in tree plantation and social awareness campaigns on environment and education.

Language Proficiency

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Medium	Medium	Low

Personal Details

Father's Name : Roma Kanto Sarker
Mother's Name : Tulsi Rani Sarker
Date of Birth : 10 May, 1995
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 3733695484
Religion : Hinduism
Blood Group : AB+

Reference

Name : Md.Nurul Islam
Organization : Kaliakoir College,Kaliakoir
Designation : Assistant Professor,Department of Bengali
Mobile : 01813137522
Relation : Academic

Name : Mohammad Alauddin
Organization : Kaliakoir College,Kaliakoir
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