

Bijoy Das

Address: Vill: Nijgaon, Post: Shayestaganj, P.S: Shayestaganj, Dist: Habiganj

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Career Summary:

- MBA in Accounting with 4 years' experience in FMCG operations.
- Currently working as Officer Accounts in a leading FMCG company.
- Skilled in financial reporting, taxation, and ERP/Tally entries.
- Experienced in branch accounting, inventory, and fund postings.

Objective: To secure a responsible position in accounting within a reputed organization. I aim to apply my academic background and hands-on accounting experience to ensure financial accuracy and compliance.

Key Proficiencies:

- Financial Reporting
- Petty Cash Management
- ERP Data Entry
- Tally Accounting Software
- AIT & VAT Processing
- Fixed Assets Accounting
- Provident & Gratuity Fund Posting
- WPPF Accounting
- Inventory Updating
- Book Closing Procedures

Job Experience:

Officer Accounts – Suguna Foods Bangladesh Pvt. Ltd., Bangladesh

03/01/2023–Present

Responsibilities:

- Maintain petty cash vouchers and ERP system entries.
- Process AIT and record fixed assets documentation.
- Prepare and deposit monthly TAX and VAT challans.
- Post PF, Gratuity Fund, and WPPF entries in Tally.
- Manage branch accounts, inventory updates, and book closing.

Achievements:

- Ensured accurate ERP posting with timely documentation.
- Maintained compliance in TAX, VAT, and statutory deposits.
- Streamlined branch accounting and reporting processes.

Sales Officer – Square Toiletries Ltd., Bangladesh

23/04/2022–31/10/2022

Responsibilities:

- Conducted field sales and ensured product placement.
- Collected orders and coordinated with distribution team.
- Maintained strong retailer relationships.
- Monitored competitor pricing and market trends.
- Submitted daily sales and stock reports.

Achievements:

- Successfully achieved assigned sales targets.
- Increased outlet coverage within probation period.
- Supported promotional campaigns to boost sales volume.

Educational Qualifications:

- **M.B.A (Masters) – Govt. B.M. College (National University), 2018 | CGPA 2.89/4.00**
- **B.B.A (Hon's) – Muladi College, Barishal (National University), 2017 | CGPA 3.03/4.00**
- **H.S.C – Hizla College, Barishal Board, 2013 | GPA 4.80/5.00**
- **S.S.C – Kauria Secondary School, Barishal Board, 2011 | GPA 4.56/5.00**

Training / Certifications:

- **Computer Fundamental & Office Management – GS-CISD Vocational Training Center, 3 months, 2019.**

Soft Skills: Communication, Teamwork, Time management, Analytical thinking, Adaptability, Integrity.

Computer Skills: MS Word, MS Excel, MS PowerPoint, Internet Research, Email, Windows Installation.

Language: Fluent in Bengali, English

Reference:**Md. Nirob Hossain**

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Mr. Pran Krishna

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Suguna foods Bangladesh Pvt Ltd.
Mobile: 01709 650917

Signature:

Date: