



CHANDAN KUMAR SARDAR

Cradet officer

CONTACT ME

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- Ramnagar, Dacope, Khulna.

ABOUT ME

"To build a career in a challenging and dynamic environment where I can utilize my skills, knowledge, and enthusiasm for continuous learning and development. I aim to contribute effectively to the organization's success while achieving personal growth.

EDUCATION

- Govt. P. C. College, Bagerhat.**
Bachelor of Business Studies (BBS)
2.9 out of 4
Passing Year 2018
- Bajua S.N. College**
HSC In Commerce
3.2 out of 5
Passing Year 2010
- Ramnagar Binapani High School**
SSC In Commerce
3.69 out of 5
Passing Year 2008

EXPERIENCE

- Cradet officer** 2021 – 2025
HEED Bangladesh
I have been working as a Loan Officer at HEED Bangladesh NGO for more than four years. During this time, I have performed my responsibilities with honesty, dedication, and professionalism. My duties include regular field visits, proper member enrollment, loan disbursement and recovery, and maintaining all official files and documents in an organized and updated manner. I always try to ensure transparency, accuracy, and efficiency in my work while providing the best possible service to the members and the organization.
- Accounted** 2020 - 2021
Ms. Tarok & parosh flour mills.
I worked at Ms. Tarok & Parosh Flour Mill where I maintained daily purchase and sales records and monitored inventory with the stock register. I ensured accurate stock management and prepared monthly reports on profit, loss, and assets for submission to higher management.

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Maintain Daily Cash book
- Prepare MIS & AIS report

LANGUAGE

- Bangla
- English

- IT Executive** 2016- 2010
Thyroid Care & Diagnostic centre
I worked at Thyroid Care & Diagnostic Centre where I was responsible for inventory and stock management, maintaining accurate records of supplies and equipment. I also provided IT support services and assisted the computer division to ensure smooth operation of computer systems.

REFERENCES

Swapan Ray
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