



SHANTO F. ROZARIO

PROFILE

Dedicated and detail-oriented professional with strong experience in financial operations, documentation management, and administrative coordination. Skilled in handling day-to-day accounting tasks, preparing reports, managing reimbursements, and supporting operational workflows with accuracy and efficiency. Known for strong communication, problem-solving abilities, and the capacity to work effectively under pressure. Committed to maintaining high standards of professionalism while contributing to the overall growth and smooth functioning of the organization.

WORK EXPERIENCE

CORPORATE AFFAIRS EXECUTIVE

Banglamark Ltd. | Nadda, Baridhara, Dhaka

Dec 2025 – Present

SR. EXECUTIVE SALES & PROCUREMENT

AiA Ventures Ltd. | Agargaon, Dhaka

Mar 2025 – Dec 2025

Experienced in managing client relationships, achieving sales targets, and supporting business growth through effective communication, negotiation, and strategic follow-up.

EXECUTIVE ACCOUNTS & ADMIN

AiA Ventures Ltd. | Agargaon, Dhaka

Mar 2024 – Feb 2025

Provided effective accounts and administrative support by maintaining accurate financial and administrative records, coordinating with employees, handling documentation, and ensuring efficient daily operations of the department.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Notre Dame University Bangladesh | Motijheel, Dhaka

Jul 2020 – Jun 2024

HIGHER SECONDARY CERTIFICATE

Notre Dame College | Motijheel, Dhaka

Jul 2017 – Jun 2019

CONTACT

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Agargaon, Dhaka

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SKILLS

- ❖ Communication & Interpersonal Skills
- ❖ MS Word, Excel, PowerPoint Proficiency
- ❖ Teamwork & Leadership Capabilities
- ❖ Adaptability & Problem

LANGUAGES

- ❖ Bengali: Native
- ❖ English: Advanced
- ❖ Hindi: Intermediate