

Biro Jyoti Chakma

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Career Objectives

To gain experience in the field of Banking and Corporate sectors utilize my skills and educational knowledge, to increase productivity and quality output of the organization. I intend to build a career with leading organization with commitment, dedication and planning which will help creating an atmosphere for potentiality, efficiency and elevation of my career and my individual growth I just take responsibility for proper maintain, I want to gather many experience by doing various types of work. And obviously I want to work for my family, people and country.

Education Background

Masters of Business Administration (MBA)

University: Gopalganj Science & Technology University

Department: Accounting & Information Systems

Graduation year: 2023

CGPA: 3.04

Bachelor of Business Administration (BBA)

University: Gopalganj Science & Technology University

Department: Accounting & Information Systems

Graduation year: 2022

CGPA: 2.81

Higher Secondary Certificate (HSC)

Collage: Rangamati Government Collage

Passing Year: 2017

Group: Business Studies

GPA: 3.17

Secondary School Certificate (SSC)

School: Khedarmara High School

Passing Year: 2015

Group: Business Studies

GPA: 3.67

Skills

- Technical Skills (MS office, Excel, PowerPoint etc)
- Hardware (Basic Maintains)
- Soft skills (Good communication, Teamwork, Problem solving, Honesty, Time Management)
- Language (English, Bangla and Chakma)

Project Covered

Term Paper topic covered: CSR Disclosure in Banking Sectors.

Internship Topic Covered: Investment Activities of Social Islami Bank.

Dissertation Topic covered: CSR Disclosure Practice of Non-Bank Financial Institutional in Bangladesh.

Internships Experienced

Intern (Social Islami Bank PLC)

Duration: Three months (12th October 2023 to 13th January 2024)

Worked with daily Banking operations, Maintenance of Deposit A/Cs, Saving A/Cs, Cash A/Cs, deposits/Fixed deposits/short term deposits/margin deposits/Bond deposits/F.C. Receipts & payment of cash. Maintenance of accounts with Bangladesh Bank & other banks. Collection of Cheques & Bills. Issue and payment of Demand Drafts, Telegraphic Transfers and payment Orders. Executing customers standing Instructions, Customer Service, Document handing, Financial transaction processing.

Extracurricular Activities

- Executive member of AIS Business club in GSTU from 2019 to 2022. Finance Secretary of Indigenous Students Union GSTU.
- I played for the volleyball and Football team of the Accounting and Information Systems Department, GSTU.

Reference

1. Prity Kusum Chakma

Senior Executive Officer

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2. Dr. Md. Solaiman Hossain

Associate Professor

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