

Usno Paul

Programme Organiser

Aspiring to join a respected organization in a role that encourages learning and responsibility. Focused on contributing effectively while maintaining a strong work ethic and commitment to excellence. Aiming to develop skills and gain valuable experience for future career advancement.



Contact

Address
Mymensingh , Mymensingh 2200

Phone
01779107293

E-mail
usnopaul@gmail.com

Relevant Skills:

- Capable of working in a team as well as independently.
- Comfortable with working long hours in the lab as well as an organization.
- Fluent in speaking, writing & listening in both English and Bengali.
- Singer & Playing Guitar as a Favorite Hobby.

Work History

Sales Officer

- 21 LTD, Mymensingh
- Here are 8 resume experience statements for a Sales Officer with 21 LTD, tailored to reflect the responsibilities and skills typically associated with this role while adhering to the provided guidelines:
 - Cultivated relationships with clients to understand their needs, enhancing customer satisfaction and loyalty.
 - Conducted market research to identify new sales opportunities, driving increased product visibility and sales growth.
 - Collaborated with cross-functional teams to develop targeted marketing strategies, resulting in improved campaign effectiveness.

Programme Organiser

Society For Family Happiness and Prosperity , Kishorganj

Key Responsibilities:

- **Group Formation & Mobilization:** Organizing and forming primary groups by identifying potential members and conducting feasibility surveys to ensure eligibility.
- **Loan Management:** Processing loan applications, verifying member information, and ensuring timely disbursement of credit according to organizational policies.
- **Installment Collection:** Managing the systematic collection of weekly/monthly installments and savings from members while maintaining 100% recovery targets.
- **Record Keeping:** Maintaining accurate digital and physical ledgers, member passbooks, and collection sheets to ensure transparency and accountability.
- **Financial Literacy:** Conducting center meetings to educate members on financial management, entrepreneurship, and the proper utilization of credit.
- **Reporting:** Preparing daily, weekly, and monthly operational reports for the Branch Manager regarding collection status and overdue management.

Accounts & executive officer

- Sarkar Enterprise, Mymensingh
- Coordinated financial reporting processes to ensure timely submissions and compliance with regulatory standards, enhancing operational efficiency.

2026-01 -
Current

2025-04 -
2025-09



Interest & Activities & Language :

Bengali,
English

- Developed and maintained budgets, improving resource allocation and driving cost-effective decision-making throughout the organization.
- Streamlined invoice processing procedures, resulting in quicker turnaround times and improved cash flow management.
- Assisted in the preparation of financial forecasts, contributing to informed strategic planning and budget adherence.



Education

Diploma in Engineering: Civil Engineering

RUMDO INSTITUTE OF MODERN TECHNOLOGY - MYMENSINGH

*BOARD- BTEB

*Diploma In Civil Engineering

*RESULTS- (GPA1-3.46,GPA2-3.14,GPA3-3.00,GPA4-2.93,GPA5-3.08,GPA6-3.18,GPA7-3.19,GPA8-3.25)

2021-01

* Final result - CGPA - 3.14

Secondary School Certificate (S.S.C): Science

Mukul Niketon High School - Mymensingh

- Board: Mymensingh
- GPA: GPA: 3.89 (Scale of 5.00)



Certifications

Excel essential for workshop productivity
10 2025



Extra Computer Skill & Practice:

Computer Course in, Microsoft Office, Excel, & Internet Browsing.



Reference

Khokan Chandra Paul.
Retired Manager
Grammen Bank
01713802366
10/CHA,AMLAPARA,MYMENSINGH

Tushar Pal
Accountant
Brac Bank
01816482944
Raipura,Narsingdi