

SANJIT KUMER RAJBANGSHI

Address: 13/1 Doyagonj, Jatrabari, Dhaka-1100.

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sanjitk666@gmail.com



PROFESSIONAL SUMMARY

Results-driven Accounts & Finance professional with 4+ years of experience in accounting operations, financial reporting, payroll processing, bank reconciliation, budgeting, audit support, and taxation compliance. Skilled in QuickBooks, Xero, Microsoft Excel, and financial data analysis. Proven ability to maintain accurate financial records, prepare management reports, and support organizational decision-making through efficient accounting practices.

CORE COMPETENCIES

- Financial Reporting
- General Ledger Management
- Accounts Payable & Receivable
- Bank Reconciliation
- Payroll Processing
- VAT & Tax Support
- Budget Preparation
- Financial Analysis
- Audit Assistance
- Ledger Maintenance
- Bookkeeping
- Data Analysis & Reporting

PROFESSIONAL EXPERIENCE

Senior Executive – Accounts & Finance

Backdoor Private Ltd., Dhaka, Bangladesh

January 2024 – Present

- Manage daily accounting operations including payroll, accounts payable, accounts receivable, and general ledger activities.
- Prepare monthly financial statements, management reports, and forecasts for decision-making purposes.
- Conduct bank reconciliations and resolve financial discrepancies accurately and efficiently.
- Support tax and VAT-related activities while ensuring compliance with applicable financial regulations.
- Assist internal and external auditors by preparing required financial documentation and reports.
- Maintain accurate accounting records and ensure timely financial reporting.
- Utilize advanced Microsoft Excel functions to automate reporting and improve operational efficiency.

Accounts & Web Researcher
Deep Data Labs, Dhaka, Bangladesh
January 2022 – December 2023

- Performed accounting tasks including journal entries, ledger maintenance, account reconciliation, and monthly closing activities.
- Prepared financial reports and maintained accurate accounting records for organizational operations.
- Assisted in budgeting and expense monitoring for company programs and events.
- Conducted web-based research and market analysis to support business development initiatives.
- Developed data collection and workflow support tools using JavaScript and React.
- Collaborated with team members to improve reporting accuracy and operational productivity.

SOFTWARE & TECHNICAL SKILLS

Accounting Software

- QuickBooks
- Xero

Microsoft Office & Productivity Tools

- Microsoft Excel (Pivot Table, VLOOKUP, Basic Macros, Financial Reporting)
- Microsoft Word
- Microsoft PowerPoint
- Google Sheets
- Google Docs
- Google Forms

Technical Skills

- JavaScript
- React
- Bootstrap
- Web Research & Data Collection

EDUCATION

Master of Business Administration (MBA) – Finance

Daffodil Institute of Information Technology

National University

CGPA: 3.54 out of 4.00

Year: 2016

Bachelor of Business Administration (BBA) – Finance

Tejgaon College, Dhaka

National University

CGPA: 2.86 out of 4.00

Year: 2014

Higher Secondary Certificate (HSC) – Science

Dohar-Nawabganj College

Dhaka Board
GPA: 3.20 out of 5.00
Year: 2010

INTERPERSONAL SKILLS

- Strong communication and teamwork abilities
 - Ability to work under pressure and meet deadlines
 - Analytical and problem-solving skills
 - Honest, dedicated, and detail-oriented
 - Adaptable to cross-functional work environments
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LANGUAGE PROFICIENCY

- Bengali – Native
 - English – Professional Working Proficiency
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PERSONAL INFORMATION

Full Name: Sanjit Kumer Rajbangshi
Father's Name: Radhasum Rajbangshi
Mother's Name: Mahamaya Rajbongshi
Date of Birth: 12th November 1989
Religion: Hindu
Nationality: Bangladeshi (By Birth)
Gender: Male
Marital status: Married
Blood Group: O+
Height: 5 Fit 8 Inch
Permanent Address: Village: Azizpur, P.O: Nawabganj, District: Dhaka-1320.

REFERENCES

Mohammad Mamunur Rahman Sumon
Chief Executive Officer (CEO)
Xactidea Ltd.
+8801674-897784
sumon@xactidea.com

I hereby declare that all the information stated above is true and complete to the best of my knowledge and belief.



Sanjit Kumer Rajbangshi
Date: 10 May 2026