



DEBBRATA ROY

OFFICE EXECUTIVE

WORK EXPERIENCE

● Office Executive

THE GMG ASSOCIATES LTD | 1st November 2021 - Present

- Maintaining accurate client records, managing invoices, and processing payments securely.
- Assess client needs, preferences, and budgets to recommend suitable destinations and travel products.
- Oversee daily operations to ensure compliance with legal regulations and company policies.
- Stay informed on industry trends, new destinations, and changing travel regulations.
- Maintain and grow a client base through relationship building and personalized service.

Education

● Master of Business Administration (MBA)

New Model Degree College, Dhaka | 2017 - 2018

Subject: Accounting

Result: 2.84(Out of 4.00)

● Bachelor of Business Administration (BBA)

New Model Degree College, Dhaka | 2013 - 2017

Subject: Accounting

Result: 3.06 (Out of 4.00)

SKILLS

- **Accounting Software:** Microsoft Excel (Advanced)
- **Computer Skills:** Microsoft Word, Excel, Internet Browsing & E-mailing, Windows OS
- **Core Competencies:** Financial Reporting, Accounts Payable/Receivable, Bank Reconciliation, Tax Filing
- **Soft Skills:** Analytical Thinking, Attention to Detail, Client Relationship Management, Communication
- **Languages:** Bengali (Native), English (Professional Proficiency)

Key Milestones:

- Successfully managed accounts for 60+ clients with zero compliance violations since joining GMG Trading.
- Contributed to a 100% clean audit record during annual financial reviews in 2022 and 2023.
- Completed advanced Microsoft Excel training, improving financial reporting speed and accuracy.

References

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Profile

Detail-oriented Junior Accountant with 3+ years of hands-on experience in financial record management, invoice processing, and regulatory compliance. Demonstrated ability to maintain accurate client records, manage accounts payable/receivable, and support daily financial operations. Passionate about applying strong analytical skills and accounting knowledge to contribute meaningfully to organizational growth and financial integrity.

Contact

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