



DIPTO ROY

OBJECTIVE

To obtain exciting and creative position where there is an opportunity to work with people in an environment of excellence and passion, and where honesty, commitment, hardworking and performance are the corner stone of career development.

EDUCATION

Master of Business Administration

Jagannath University
2018-2019
CGPA- 3.00 Out of 4.00

Bachelor of Business Administration

Jagannath University
2015-2018
CGPA-2.95 Out of 4.00

Higher Secondary Certificate

2012-2013
GPA-4.80 Out of 5.00

Secondary School Certificate

2010-2011
GPA-4.56 Out of 5.00

SKILLS

- Good Managerial Ability.
- Leadership Ability in Team Work.
- Ability To Work Under Pressure.
- Skilled in Motivating in Individual Or Group.
- Good Communication And Negotiation Skills.

LANGUAGE

- English
- Bangla



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Khilkhet,Dhaka-1229

JOB EXPERIENCE

Swift-Tech Automation & Engineering

Junior Accounts Officer

Feb 2025 - Present

- Accounts Payable and Receivable Management.
- Expense Tracking and Documentation.
- Bank Reconciliation and Cash Flow Monitoring.
- Payroll Assistance and Statutory Compliance.
- Assisting in Financial Reporting.

M/S Ittadi Traders As Authorised Distributor Of Mobile Banking Division (Rocket) Of Dutch Bangla Bank Ltd.

Distribution Supervisor Under Sales And Marketing Department.

July 2023 - November 2024

- Route Planning and Dispatch Coordination.
- Monitoring Secondary Sales and Deliveries.
- Delivery Performance Analysis.
- Fleet and Team Management.

COMPUTER SKILL

Office: Microsoft Office (Word, Excel, Power Point, Access & Internet Browsing)

DECLARATION

I hereby, declare that the statements made by me in the curriculum vitae are true, complete and correct to the best of my knowledge and behalf.