

Resume

of

RATNESWAR ROY

Care-Box Ltd. 149/A, Monipuripara, Baitul Sharaf Complex.

Cell No: +8801722445420,+8801916822729

Email: ratneswarroy2013@gmail.com

Career Objective:

To build up your organization very much strong and also to build up my career as a Graduate, I am ready to deliver my knowledge, Creativity and so on in your organization in a dynamic and challenging environment.

Job Experience

1. Incharge, Inventory

Care-Box Limited.

Responsibilities: 01 June 2021 to Continuing

- . Keeping stock maintained by Re-order level.
- . Receiving, Issuing and record keeping.
- . Maintaining FIFO, maintaining Inventory and keeping records of all received and distributed materials.
- . Prepare stock reports on daily and monthly.
- . Physically Inventory check, write off damage and Expired product.
- Knowledge in Barcode based Inventory In & Out.

2. Executive – Accounts & Finance

United Lifts & Escalator Ltd.

Responsibilities:

January, 2016 to May, 2021.

- Accounting & Book Keeping, Cash management, Income tax.
- Good Skill in accounting / Tally software, MS Office, MS Excel & others office management systems.
- Knowledge of vat, Tax & others financial regulation.
- Opening and Managing L/C, LTR, Lease loan & Bank Accounts.
- Maintain daily cash book & reconciliation.
- Check of verify daily bills & vouchers submitted to accounts according to accounts & finance policy.

3. Account's Officer

Three R Enterprise Farms Ltd.

Responsibilities:

January, 2013 to December, 2015.

- Make salary sheet & overtime sheet for workers and office staffs properly.
- Maintain cash voucher, debit voucher and credit voucher in the organization.
- Prepare update cash book, ledger book and register book
- Knowledge of working & accounting software.

Computer Literacy:

- Operating system: windows, WindowsXP, Windows7
- Application Software: MS Word, MS Excel, MS Power point & MS Access.
- Internet: Browsing, E-mail, Chat & Download.

Educational Qualification:

Masters of Business Studies (MBS)

Institution : Carmichael College, Rangpur.
Subject : Accounting
Result : 2nd class
Passing Year : 2009
University : National University

Bachelor of Business Studies (BBS)

Institution : Rangpur Govt. College, Rangpur.
Subject : Accounting
Result : 2nd class
Passing Year : 2008
University : National University

Higher Secondary Certificate (HSC)

Institution : Lalmonirhat Technical & Business Management College, Lalmonirhat.
Group : Commerce
Result : GPA-3.68
Passing Year : 2004
Board : Technical Board, Dhaka

Secondary School Certificate (SSC)

Institution : BhadaiGirija Sankar High School, Aditmari.
Group : Business Studies
Result : GPA-2.25
Passing Year : 2002
Board : Rajshahi

Communication Skill:

- Strong read, written and verbal skill in English and Bangali .

Interest:

- Reding newspaper ,book and various publications .
- Traveling , participation in cultural activities and sports .

Personal Information:

Name	:Ratneswar Roy
Father's Name	:Jogendra Nath Roy
Mother's Name	: Nani Bala Roy
Present Address	: <i>Care-Box Ltd. 149/A, Monipuripara, Baitul Sharaf Complex.</i>
Permanent Address	:Vill: AragiDeodoba, Post: KishamotBarai Bari, Upz: Aditmari, District: Lalmonirhat.
Date of Birth	: 25.11.1985 .
Place of Birth	:Lalmonirhat.
Marital Status	:Married.
Religion	: Hindu .
Nationality	: Bangladeshi (by birth).
National ID No.	:4169416619.

Reference:

1.Shudhashu Kumar Barman
Manager, Accounts&Commercial
Care-Box Limited.
Mobile: 01717678631, Email:shudhashu@care-box.com

2.Nazmul Alam
Manager,Accounts & Finance
Care-Box Limited.
Mobile:01740616850, E-mail:nazmul@care-box.com

Certification:

I certify that all information stated in this resume is true and completed to the best of my knowledge. I authorize you to verify the information provided in this resume.

Signature

(Ratneswar Roy)

Date: