



SHOJOL
KUMAR ROY

CAREER OBJECTIVE

Motivated and detail-oriented business graduate with practical experience in accounting, loan management, data entry, and administrative operations. Seeking a challenging position where I can utilize my analytical, organizational, and communication skills to contribute to organizational growth while continuously enhancing my professional expertise and career development.

CONTACT



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Vobanipur, Naogaon Sadar, Naogaon



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EDUCATION

Master in Business Administration

University of Rajshajhi

2021

Accounting & Information Systems
(CGPA: 3.44 out of 4),

Bachelor of Business Administration

Daffodil International University

2020

Finance
(CGPA: 2.65 out of 4)

Higher School Certificate

Naogaon Government College

2014

Business Studies
(GPA: 4.10 out of 5)

Secondary School Certificate

Simanto Public School, Naogaon

2012

Business Studies
(GPA: 4.94 out of 5)

EXPERIENCE

Assistant Branch Manager (Accounts & Loan)

Rural Reconstruction Foundation November 2023 - February 2024

- Collecting daily financial transactions.
- Analysing daily, weekly, monthly, quarterly, and annual financial transactions.
- Preparing regular reports on the status of the organization.
- Maintain accounting records, cheques, bill payment registers, VAT registers, and Tax registers.
- Taking effective steps to collect loan instalments from common debtors and defaulters.
- Ensuring loan disbursement in coordination with the head office by completing 100% accurate post-loan proposal verification.
- Disbursing loans to borrowers by monitoring loan operations at branches.
- Keeping accounts of the salaries and allowances of the officers and employees of the branch.
- Recording daily accounts in software.
- Preparing the bank reconciliation statement.
- Complete regular bank transactions of the branch.

Data Entry Operator (Contractual) September 2025 - December 2025

United Nations Development Programme(UNDP)

- Digitized landowner information into government databases.
- Updated and verified land records on land.gov.bd.
- Managed Holding, Khatian, and E-Namjari data entries.
- Rechecked land information accuracy against official documents.
- Assisted citizens with land-related information and digital services.

SKILLS

- Financial Reporting & Accounting
- Goal-Oriented Teamwork
- Digital Marketing
- Content Writing
- Email Marketing
- Microsoft Office Applications
- Adobe Photoshop
- Data / Web Scrapping
- Managed by Accounting Software

HOBBIES

- Play Sports
- Fishing
- Watch Movies
- Traveling New Places
- Learn Interesting Things for life

TRAINING & CERTIFICATION

Computer Office Application

Bangladesh Technical Education Board

topic: Microsoft Word, PowerPoint, Excel

Institution: Skill Development Training Centre, Urban Social Services Office, Naogaon Sadar, Naogaon.

Duration: January 2019-June 2019

Freelancing

E-Learning & Earning Ltd.

Topic: Digital Marketing and Graphic Design

Under supervision: Department of Youth Development

Duration: 05 April 2025- 05 July 2025

Learn 2 Win

jobsbd.com

Duration: 4 hours

Employability Skills

Bangladesh Skill Development Institute

Topic: Skills You Need For Jobs

Duration: 4 hours

JobReady-Employability Skills

Wadhwani Foundation

Topic: Employability Skills

Duration: 79 hours

Cyber Hygiene

Asia Foundation & Sajida Foundation

Topic: Basic skills for Cyber Threads

Duration: 2 hours

REFERENCES

Bidhan Kumar

Teacher

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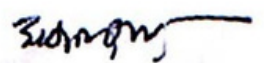
Amit Saha

Senior Software Enigneer

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


Shojol Kumar Roy