



CAREER SUMMARY

Motivated and reliable professional with experience in finance, customer service and community development. Known for staying calm under pressure, maintaining accurate records and building strong relationships with clients and colleagues. Hands-on experience in accounting, sales and office management, with practical skills in digital marketing and computer applications. Eager to grow in a role that values dedication, learning and meaningful work.

TANMOY PAUL

Contact

Address: Aray Ani Bazar, Nalitabari, Sherpur

E-mail: tanmoy.tanmoy09@gmail.com

Cell No: +8801322632291, +8801921788476

ACADEMIC QUALIFICATIONS:

- MBA (Accounting) — Anandamohan College, Mymensingh (2019), CGPA: 2.84/4.00
- B.B.S (Business Studies) — Nazmul Smriti College, Sherpur (2015), 2nd Division
- H.S.C (Business Studies) — Nazmul Smriti College, Dhaka Board (2012), GPA: 3.40
- S.S.C (Science) — Taragonj Pilot High School, Dhaka Board (2010), GPA: 2.31

TRAINING:

Job Readiness Training

Institute: Career Hub Powered by BRAC

Outsourcing Training on Digital Marketing

Institute: Information and Communication Technology (ICT) Division conducted by Learning and Earning Development Project.

Computer Training

Bangladesh Technical Education Board

Institute: IBM Computer Proshikkhon Kendro, Sherpur.

Examination: Computer Office Application

Achievement: A+

SKILLS:

- Financial Accounting & Bookkeeping
- Client Relationship Management
- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Drive)
- Data Entry & Documentation
- Basic Digital Marketing
- Language & Communication skill:
 - Bangla — Native
 - English — Intermediate

WORK EXPERIENCE:

Sales Associate: IFIC Bank Limited (Under Enterprise Development Initiative) (October 2, 2022 to November 25, 2023)

Job Responsibility: Greeting clients, Processing requests and documentation, Gathering and verifying requirements, responding to inquiries and concerns, Offering other services and products to clients.

Accountant: Jhinuk Soncoy O Rrindan S: S: Li: (January 7, 2019 to June 30, 2022)

Job Responsibility: Creating and processing invoices, Cross-checking invoices with payments and expenses to ensure accuracy, managing branch's accounts payable and receivable, sending bills and invoices Tracking expenses, Processing refunds, Maintain Ledger, maintain relationship with Clients & Banks, Provide customer service.

Office Management: Progressive Model School & Coaching (January 2, 2017 to December 31, 2018)

Job Responsibility: Cash Management, Voucher Checking, make sure Authenticity of all kind's Payment, Counseling for Admission, Store and preserve all the valuable and, necessary documents and records for future reference Perform any other activities as and when required by the management.

PERSONAL DETAILS:

Father's Name	:	Sanjit Paul
Mother's Name	:	Sati Rani Paul
Date of Birth	:	30-June-1994
National ID Card No	:	2376356545

References 1:

Name: Shuvrata Das
Organization: Radiant Pharmaceuticals
Designation: Officer, Admin & Accounts
Address: Houseno:12, Lane no.03 Priyanka city, Rode no.03 Sector-12, Uttara Dhaka-1230
Mobile: +8801674257688
E-mail: shuvrata.das@radiant.com.bd

References 2:

Name: MD.Jamir Uddin
Organization: Nalitabari Municipality
Designation: Assistant Tax Collector
Address: Nalitabari Bazar, Nalitabari, Sherpur
Mobile: +8801712826307
E-mail: jamiruddin6307@gmail.com

DECLARATION: I declared that all the information given above is true. I am always ready to submit all the necessary evidence or papers as required certifying those.

SIGNATURE