



Diganta Saha

Career Summary

Dynamic and results-driven professional with a solid educational background in Business Administration (BBA) and a Master of Business Administration (MBA) in Management. Possess a solid understanding of financial principles and regulations within the healthcare industry. Demonstrated ability to optimize financial processes, streamline operations, and drive business growth.

Career Objective

Aiming to secure a challenging role in the Corporate and Financial sector, dedicated to driving growth, offering strategic insights, fostering innovation, and achieving operational excellence.

Work Experience

Bondhu Pharmacy (October 2020 – 2024)

Designation: **Manager**, Accounts Section

SBCL (November 2024-Continuing)

Designation: **Officer**, Accounts & Invest Section.

Core Function:

- Manage petty cash transactions efficiently, ensuring accuracy and accountability.
- Coordinate with medical promotion officers to ensure effective promotion of pharmaceutical products.
- Oversee day-to-day operations, including inventory management, cleanliness, and organization.
- Provide excellent customer service, addressing inquiries and concerns with professionalism and courtesy.
- Supervise pharmacy staff, ensuring smooth workflow and adherence to company policies and procedures.
- Perform administrative duties such as record-keeping, scheduling, and reporting as required.

Key Achievements:

- Achieved 20% increase in pharmacy sales through targeted marketing and sales strategies.
- Achieved 10% reduction in discrepancies through improved petty cash handling procedures.
- Enhanced shop presentation and customer satisfaction by 15% through effective maintenance initiatives.

Academic Qualification

Master of Business Administration (MBA) in Management

Chandpur Govt. College, National University

CGPA: 3.00 out of 4 in 2018

Bachelor of Business Administration (BBA) in Management

Chandpur Govt. College, National University

CGPA: 2.96 out of 4 in 2017

Contact Info

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Chandpur Sadar, Chandpur-3600

Key Proficiencies

1. Financial Management
2. Cash Management
3. Effective Communication
4. Reporting & Documentation
5. Business Development
6. Market Research
7. People Management
8. Sales Management
9. Customer Service
10. Regulatory Compliance
11. Strategic Development
12. Creativity
13. Complex Problem Solving

Training Summary

Completed 6-month "Computer Office Application" training from Bangladesh Technical Education Board (BTEB)

Duration: July 2018 – December 2018

1. Achieved an A+ result demonstrates proficiency in utilizing various computer software for office tasks.

Computer Skills

1. Microsoft Word
2. Microsoft Excel (Skilled in data analysis, pivot tables, formulas etc.)
3. Microsoft PowerPoint
4. Tally & Oracle Proficiency

Soft Skills

- Teamwork
- Communication
- Time Management
- Presentation
- Service Orientation
- Report Writing
- Negotiation & Persuasion
- Project Management
- Critical Thinking
- Convincing & Inspiring
- Interpersonal skill
- Supervision & Leadership

Personal Info

Date of Birth: 15th December 1996

National ID No: 6892904647

Permanent Address-Haji Mohsin Road,
Chandpur

Higher Secondary Certificate (HSC) in Business Studies

Chandpur Govt. College, Cumilla Board

GPA: 4.00 out of 5 in 2013

Secondary School Certificate (SSC) in Business Studies

D. N. High School, Cumilla Board

GPA: 4.13 out of 5 in 2011

Extracurricular Activities

Executive Member, Tarunner Ogrodt

1. Coordinated efforts to provide essential support and resources to underprivileged children, including educational materials, healthcare access, and basic necessities.
2. Developed creative fundraising strategies, coordinated with donors and sponsors, and managed financial resources to maximize impact and sustainability.

Organization Secretary, Kaler Kantho Shuvasongho (2017-2019)

1. Fostered a sense of community and engagement among members by organizing social events, networking opportunities, and team-building activities.

Languages

2. Bangla: Native Proficiency
3. English: Professional Working Proficiency

References

Professor Asit Baran Das

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Q M Hasan Shahriar

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Signature: