



CONTACT

Permanent Address

C/O : Asim Sarker.

Village : Newtown

P/O : Netrokona .

Upazilla : Netrokona Sadar

District : Netrokona

Present Address

Same as Present Address.

LANGUAGE

Bangla

Writing ● ● ● ● ●

Reading ● ● ● ● ●

Speaking ● ● ● ● ●

English

Writing ● ● ● ● ●

Reading ● ● ● ● ●

Speaking ● ● ● ● ●

COMPUTER LITERACY

National Skill Standard Basic (360 Hours) Program.

Proficient in MS Word, MS Excel, PowerPoint, MS Access and Internet. Browsing, e-commerce, database access, **Bengali & English Type writing at the rate of 25 & 30.**

HOBBIES

Interacting with people, Watching movie, Travelling, Internet Browsing, Badminton, Listening music, Reading Newspaper, books & Hunting

CURRICULUM VITAE OF TONMOY SARKER



CAREER OBJECTIVE

To work in an environment where is an opportunity of self-assessment an improvement in both individual and group based jobs that frequently faces with individual skills.



STRENGTHS

- Hard working, motivated and confident.
- Promising to be honest and dedicated in case of the responsibilities I hold.
- Highly capable of working under pressure in any environment.
- Eagerness to learn more as well as to guide the new generation properly.



PERSONAL DETAILS

Name : Tonmoy Sarker.
Father's Name : Asim Sarker.
Mother's Name : Opu Sarker.
Date of Birth : 10 January 1997.
Nationality : Bangladeshi (By Birth)
Place of Birth : Netrokona, Bangladesh.
National Identity No. : 8703996424.
Blood Group : O+ (ve)
Marital Status : Unmarried
Religion : Hinduism
Gender : Male
Height : 5 Feet 3 Inch.
Weight : 65 kg.
Mobile No. : +8801670214471
E-mail : tonmoysarker64@gmail.com



JOB EXPERIENCE

JOB TITLE : **EXECUTIVE (ACCOUNTS & FINANCE)**
COMPANY : **ELCO WIRES & CABLES LTD.**
LOCATION : **DHANMONDI, DHAKA (HEAD OFFICE)**
DURATION : **3 YEARS**



EDUCATION

> MASTER OF BUSINESS ADMINISTRATION (MBA)

UNIVERSITY : National University.
INSTITUTION : Ananda Mohan College, Mymensingh
SUBJECT : Accounting
YEAR OF PASSING : 2019
RESULT : **(CGPA) 3.25 (out of 4)**

> BACHELOR OF BUSINESS ADMINISTRATION (BBA)

UNIVERSITY : National University.
INSTITUTION : Ananda Mohan College, Mymensingh
SUBJECT : Accounting
YEAR OF PASSING : 2018
RESULT : **(CGPA) 3.15 (out of 4)**

> HIGHER SECONDARY SCHOOL CERTIFICATE (HSC)

INSTITUTION : Abu Abass Degree College, Netrokona
BOARD : Dhaka
SUBJECT : Business Studies
RESULT : **GPA 5.00 (out of 5)**
YEAR OF PASSING: 2014

> SECONDARY SCHOOL CERTIFICATE (SSC)

INSTITUTION : Anjuman Govt. High School, Netrokona.
BOARD : Dhaka
SUBJECT : Business Studies
RESULT : **GPA 5.00 (out of 5)**
YEAR OF PASSING: 2012



EXPERIENCE

- PREPARE MONTHLY PETTY CASH TOP SHIT AND MAINTAIN CASH BOOK.
- PREPARE DAILY 6.3/6.5/MUSOK AND 6.2.1 VAT REGISTER.
- PREPARE ACCOUNTS CLOSING REPORT AND MAINTAIN DISTRIBUTION REGISTER.
- PREPARE WEEKLY & MONTHLY CASH REQUISITION.
- MAINTAINING DAILY LEDGER BOOK & CASH BOOK.
- PREPARE DAILY CASH PAYMENT SUMMARY & CASH STATEMENT.
- DAILY BILL VOUCHER CHECKED & VERIFIED.
- ENSURE BALANCE POSITION IN THE TALLY, ERP SOFTWARE.
- REGULAR CHECKING & ONGOING WORKS AS WELL AS CONTRACTORS BILLS.



REFERENCE

SK. MD. NADIM

Manager, Elco Wires & Cables Ltd.
 Cell : +8801918254263

SHYAMAL CHAKROBORTY

Associate Professor
 Dept. of Accounting,
 Ananda Mohan College, Mymensingh
 Cell : +8801716-682790



DECLARATION OF AUTHENTICITY

I am declaring that the information which I have presented is true to my knowledge. I will be able to present appropriate if is required.

T O N M O Y S A R K E R

Signature