



# OVEZITH CHAKRABORTY

House No: 20, Flat: B-5, Road: 04,  
Dhaka Cantonment Residential Area,  
Dhaka-1206.

## CAREER OBJECTIVE

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company.

## CONTACT

PHONE:  
+8801717628330

LinkedIn:  
<https://bd.linkedin.com/in/ovezith-chakraborty>

Email: [ovezith.joy@gmail.com](mailto:ovezith.joy@gmail.com)

## PERSONAL INFORMATION

Date of Birth : 15 November,1989  
Father's Name : Biren Chakraborty  
Mother's name : Kana Chakraborty  
Marital status : Married  
National ID : 686 931 1685  
Passport No : EB0056839

## HOBBIES

Fishing  
Travelling

## EDUCATION

### Dhaka University

Degree : MBA, Accounting & Information Systems, 2017  
CGPA : 3.43

### National University

Degree : Masters, Accounting, 2011  
Result : 1<sup>ST</sup> Class

### National University

Degree : Honors, Accounting, 2010  
Result : 1<sup>ST</sup> Class

### Major General Mahmudul Hasan Adarsha College

Degree : HSC, Science, 2006  
GPA : 3.90

### Bindubasini Govt. Boys' High School

Degree : SSC, Science, 2004  
GPA : 4.44

## WORK EXPERIENCE

### Urmi Group

Website : [urmigroup.com.bd](http://urmigroup.com.bd)  
Designation: Executive, Internal Audit Department.  
Duration : From May 05,2018 To till now

#### Job responsibilities:

1. Ensure company is compliance with complete internal control procedure by examining records, reports, operating practices and documentation.
2. Performing follow up Audit to ensure the management agreed actions have been Implemented.
3. To develop & implement internal audit procedure and activities with a frame work through Pre-Audit & Checking, verification of bill, vouchers and others supporting Documents.
4. Payroll audit as well as physical investigation for certain cases.

## SKILL HIGHLIGHTS

- Problem Solving
- Reporting & Documentation
- Numeracy Skill
- Time Management
- Decision Taking

## MARKETING SKILL

- Teamwork & Leadership
- Analytical Thinking
- Critical Situation Handling
- Negotiation & Stress Management
- Composing marketing emails
- Defining target audiences
- People Management

## Rongsheng BD (VIVO)

Designation: Executive, Sales & Marketing.

Duration: January 17, 2018 To April 25, 2018.

### Job responsibilities:

1. Communicating with retailers and dealers.
2. Making sure that the monthly sales target is achieved.

## Toptech Electronics Bangladesh Ltd.

Designation: Area Manager, Sales & Marketing.

Duration: January 01, 2017 To December 15, 2017.

### Job responsibilities:

1. Making sure that the monthly sales target is achieved.
2. Reporting every day to the supervisor regarding market condition and prospect.
3. Keeping constant connection with dealers to ensure smooth operation of sales and marketing.

## COMPUTER SKILL

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Sound in Microsoft word, excel, PowerPoint presentation, Outlook & familiar with Tally.

## LANGUAGE PROFICIENCY

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- Bengali: Excellent (Reading, Writing & Speaking).
- English: Business Level (Reading, Writing & Speaking).

## EXTRA-CURRICULAR

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- Organizer and on stage performer of reunion program of Bindubasini Govt. Boys' and Girls' High School, Tangail (Batch 2004).
- Represented Accounting Football team twice in Inter Department Football Tournament.

## REFERENCE

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Saptam Biswas, ACA

Managing Partner

Chowdhury Bhattacharjee & Co. Chartered Accountants

48/J, 1st Floor, Indira Road,

Tejgaon-1215, Dhaka.

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