

Sajib Saha

Address: Radhanagor, Baliadi
Kaliakoir, Gazipur, 1750
Mobile No: 01685045494
E-mail: sajibsahasagar@gmail.com



Career Objectives

To engage my career in a dynamic organization where I will have the opportunity to prove my professional skill, educational excellence, hard work and honesty.

Experience

1. **Company Name** : Fin- Bangla Apparels Ltd.(Pinaki Group)
72, Degerchala Road, National University, Gazipur
Designation : Junior Executive (Accounts)
Time Duration : 14th September 2020 to Continue

Job Responsibilities

- Cash management and Banking related activity
- To recoding suppliers ledger and identify transection
- Inventory auditing
- Reporting financial statement to daily, weekly, and monthly.

2. **Company Name** : Limart CapitalLand Apparels Ltd.
A-29 Lotifpur, Kaliakoir, Gazipur.
Designation : Accounts Officer
Time Duration : 1st August 2018 to 30th November 2019

Job Responsibilities

- Cash management and Banking related activity
- To recoding suppliers Ledger and identify transection
- L/C wise costing and making salary sheet.
- Reporting financial statement to daily, weekly, and monthly.

3. **Company Name** : National Bank Limited
(Kaliakoir Branch) Gazipur.
Designation : Internship
Time Duration : 3 months (Internship)

Academic Qualification

Master of Business Administration (MBA) in Accounting
CGPA-3.29 (out of 4), Year-2019
Daffodil International University

Bachelor of Business Administration (BBA) in Finance & Banking
CGPA- 3.00 (out of 4), Year-2017
International University of Business Agriculture & Technology, Bangladesh

Higher Secondary Certificate (Business Studies).
GPA-3.90 (out of 5), Board - Dhaka, Year-2012.

Secondary School Certificate (Business Studies).
GPA- 2.94 (out of 5), Board - Dhaka, Year-2010.

Certificate Course

Course Title : Erick Frank Leadership Development Program (EFLDP)-2016

Institute's Name: International University of Business Agriculture & Technology

Time Duration : 3 Months

Personal Skill

- Report writing and Presentation skill
- Leadership skill
- Communication & Interpersonal Skill
- Team Working

Language Proficiency

- **Bengali** - Proficiency in writing Speaking & understanding.
- **English** - Proficiency in writing speaking & understanding.

Technical Skill

- Microsoft Office
- Internet Browsing, E-mailing.

Personal Capabilities

- Strong time management skill and ability to manage work under pressure
- Problem identification and solving
- Have "Can Do Attitude"

Personal Information

Father's Name : Sumontra Saha
Mother's Name : Sabita Saha
Date of Birth : November 10, 1993
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 2368114183
Religion : Hindu
Permanent Address : Vill.- Radhanagor, P. O.-Baliadi, P.S.- kaliakoir, Dist.- Gazipur
Current Location : Gazipur

Reference

Kamol Krishna Saha Senior Manager Accounts & Finance Department Square Toiletries Ltd. Cell: 01730328828 E-mail: ksaha@squaregroup.com	Abdullah Al Yousuf Khan Assistant Professor College of Business Administration IUBAT University Cell: 01678175645 E-mail: aaykhan@iubat.edu
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Proclamation

I do hereby declare that the particulars provided here are true and no misinformation is given.



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Sajib Saha