** RESUME**

**OF**

**BIPLOB SAHA**

**03th February, 2021**

To

The Head of Human resources

Bangladesh Honda pvt.ltd

**Subject: Prayer for the post of a Executive ( costing and inventory).**

Sir,

I am interested to write in response to your advertisement published in “jagojobs.com” on 02th February, 2021 for the post of a executive ( costing and inventory ) for your company. The position requirements and my skills are a perfect match as a Accountant. I want to offer myself as a candidate for the post. My CV has been enclosed for your consideration.

**ACADEMIC QUALIFICATIONS:**

* **Post-Graduation Certificate (MBA)**

Institute : Pabna University Science & Technology

Faculty : Business Studies

Department : Business Administration

Major : Finance & Banking

Duration : 1 Year

Passing Year : 2016

Result : CGPA-3.54 (4.00)

Merit position : 8th

* **Graduation Certificate (BBA)**

Institute : Pabna University Science & Technology

Faculty : Business Studies

Department : Business Administration

Major : Finance & Banking

Duration : 4 Years

Passing Year : 2015

Result : CGPA-3.35 (4.00)

Merit position : 13th

* **Higher Secondary Certificate (HSC).**

Institute : Barachapa College

Board of Education : Dhaka

Group : Business Studies

Duration : 2 Years

Passing Year : 2011

Result : GPA-4.30 (5.00)

* **Secondary School Certificate (SSC).**

Institute : Chalakchar High School

Board of Education : Dhaka

Group : Business Studies

Passing Year : 2009

Result : GPA-3.81 (5.00)

**Professional Certificate :**

* CMA ( Business level ) at The Institute of Cost and Management Accountants of Bangladesh.

**COMPUTER LITERACY:**

* Able to operate MS Word & MS Excel, Power Point.
* Able to Operate Internet Browsing & E-mail Searching.

**LANGUAGE SKILLS:**

* Bengali: Excellent communication skills in both oral & writing.
* English: Excellent communication skills in both oral & writing.

**OTHER ACTIVITES**

* Capable to work with people.
* Capable to work in any environment.
* Hard working and ability to work under pressure.

**Working Experience:**

* Internship at Rajshahi Krishi Unnoyon Bank.
* Research on profitability of some selected private commercial Banks.
* worked as a lecturer of Finance/Accounting at “UNIAID”.

**PERSONAL DETAILS:**

* Name : Biplob Saha
* Father’s Name : Kartik Saha
* Mother’s Name : Monika Rani Saha
* Permanent Address : Vill:Birmaizdia, Post office: Birmaizdia,

Police station :Monohardi, Dist: Narsingdi.

* Contact Number : 01737-314103
* Email : biplobsaha.pust@gmail.com
* Date of Birth : 12thFebruary, 1994
* Sex : Male
* Religion : Hindu
* Nationality : Bangladeshi (by birth)
* Marital Status : Unmarried
* National ID No : 1994681522100006319877617260507852
* Height : 5´- 8´´
* Weight : 65 (kg)

**Reference:**

* **Name : Uttam Kumar Saha**

Designation : Bata Store Manager, Chittagong.

Company : Bata Shoes

Mobile : 01718-006276

Relation : Uncle

* **Name : Professor Sheikh Rafiqul**

Designation : Assistant Professor

Institute : Barachapa College, Narsingdi

Mobile : 01777-483040

Relation : Academic

**DECLARATION:**

I declare that the information furnished in this paper is correct, true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect any action can be taken including cancellation of my candidature.

**Signature**

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**(Biplob Saha)**

Date: 03/02/2021