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| RAHUL KANTI BHATTACHARJEE RONI | **empty** | |  | | --- | |  | |
| Address: Akij Plastics Dormitory, Chhatak, Chhatak, Sunamganj 3080 |
| Mobile No 1: 01714484017 |
| Mobile No 2: 01987916894 |
| e-mail: rkbroni@gmail.com, [rkbroni@hotmail.com](mailto:rkbroni@hotmail.com) |

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| **Career Objective:** |
| To peruse a challenging career and be a part of progressive organization that gives a score to enhance my knowledge and utilize my skills towards the growth of the organization. |

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| **Employment History:** | |
| **Total Year of Experience:** 3.6 Year(s) | |
| 1. | **Assistant Officer (October 23, 2018 - Present)** |
|  | **Akij Plastics Limited**  Company Location: Chhatak, Sunamgonj, Sylhet.  Department: Accounts & Finance  **Duties/Responsibilities:**  Cost Control. Maintaining Petty Cash, Recording Petty Cash book, Ledger, Transport Cash Ledger. Fixed Assets Register. Making Bills. Payment. Preparing Reports and Budget. reporting budget vs actual monthly basis, checking various internal and external bills, maintain strong relationship with bank & internal & external stakeholders, Bank reconciles. |
| 2. | **Assistant Accounts Officer (February 18, 2018 - October 23, 2018)** |
|  | **Transcom Group (Transcom Distribution Company Limited)**  Company Location: Sylhet  Department: Accounting  **Duties/Responsibilities:**  1. Store monitoring, monitoring SK+F stocks inbound/outbound 2. Account payable/receivable Daily cash collection and updating on ERP System 3.VAT (Value Added Tax) updating VAT registrar & Maintaining VAT Challan (MUSOK 11, MUSOK 12 & MUSOK 12 KA). |
| 3. | **Support Executive (November 7, 2017 - February 6, 2018)** |
|  | **Transcom Group (Bangladesh Lamps Limited)**  Company Location: Mohakhali  Department: Sales Department  **Duties/Responsibilities:**  Monitoring the Distribution management system |
| 4. | **Intern (January 23, 2016 - May 15, 2016)** |
|  | **Leading University, Sylhet**  Company Location: Sylhet  Department: Finance & Accounting  **Duties/Responsibilities:**  Maintaining Students Ledger |

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| academic table |
| **Academic Qualification:** |
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| **Exam Title** | **Concentration / Major** | **Institute** | **Result** | **Pas.Year** | **Duration** |
| Master of Business Administration (MBA) | Accounting | Leading University, Sylhet | CGPA:3.4 out of 4 | 2017 | 1 year |
| Bachelor of Business Administration (BBA) | Accounting & Information System | Leading University, Sylhet | CGPA:2.71 out of 4 | 2016 | 4 years |
| HSC | Business Studies | Kulaura Degree College | CGPA:3.6 out of 5 | 2011 | 2 years |
| SSC | Business Studies | Nodin Chondro High School | CGPA:3.38 out of 5 | 2009 | - |

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| training table |
| **training table** |

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| training table |
| **Training Summary:** |
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| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Basic Computer Training | Basic Word excel Power Point | Caru Computers | Bangladesh | Kulaura | 2009 | 6 months |

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| Career and Application Information table |
| **Career and Application Information table** |

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| Career and Application Information table |
| **Career and Application Information:** |

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| Preferred Job Category | : | Accounting/Finance, Bank/Non-Bank Fin. Institution. |
| Looking For | : | Mid-Level Job |
| Available For | : | Full Time |
| Expected Salary | : | Tk. 35,000 |
| Preferred District | : | Dhaka, Habiganj, Moulvibazar, Sylhet. |
| Preferred Organization Types | : | Banks. |

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| Specialization table |
| **Specialization table** |

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| Specialization table |
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| **Specialization:**  Accounts and Finance & VAT, Sales |

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| Extra Curricular Activities |
| **Extra Curricular Activities** |

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| Extra Curricular Activities: |
| **Extra-Curricular Activities:**  Stage drama, Singing, Cricket player, Football player, Cycling & Motor-Bike riding. |

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| Language Proficiency table |
| **Language Proficiency:** |
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| **Language** | **Reading** | **Writing** | **Speaking** |
| Bangla | High | High | Medium |
| English | Medium | Medium | Medium |

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| Personal Details table |
| **Personal Details table** |

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| Personal Details table |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Rajot Kumar Bhattacharjee | | Mother's Name | : | Kelly Bhattacharjee | | Date of Birth | : | January 4, 1993 | | Gender | : | Male | | Marital Status | : | Single | | Nationality | : | Bangladeshi | | National Id No. | : | 19935826504000013 / 3271820909 | | Religion | : | Hinduism | | Permanent Address | : | Sunity Niketon, 104/1, Magura, Kulaura, Kulaura, Moulvibazar 3230 | | Current Location | : | Sunamganj |   **Personal Details:** |
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| Reference table |
| **Reference (s):** |
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| **empty** | | **Reference: 01** | **Reference: 02** |
| Name | : | Suman Sarker | Jagodish Purokasastha |
| Organization | : | Akij Plastics Limited | Bangladesh Bank |
| Designation | : | Factory Manager | Deputy Director, SME |
| Address | : | Chhatak, Sunamgonj | Bangladesh Bank, Head Office, Dhaka |
| Phone (Off.) | : | 01709383326 | 01723572714 |
| E-Mail | : | suman.apl@akij.net | jagodish.purokayastha@bb.org.bd |
| Relation | : | Professional | Relative |
|  |  |  | |

**Declaration,**

I would be apprecited if you give me an opportunity to work with you and to execute myself with your support. All the information provided here are true, fair and fully updated.

Sincerely Yours,

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(Rahul Kanti Bhattacharjee Roni)