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**Resume**

**of**

**DEBASHISH KUMAR BHOKTA**

Dakhinpara, Khankhanapur,

Rajbari Sador, Rajbari.

E-mail : dbhokta@gmail.com

Mobile : 01722-867849

Objective :

Willing to work in a reputed Organization with enterprising sprit and efforts and enjoy the best work atmosphere in a positive and professional way by discharging my best output to achieve the desired goal of the organization.

Strength :

Positive and professional attitude, hardworking & dynamic, accommodating, capacity, very much aware and having good understanding on acts, rules, strong sense of responsibility, regulations, strong communication and leadership skills, policies and status of contemporary issues & agenda of corporate sector management, strong sense of responsibility and capable of quick service delivery.

Job Experience :

**Company Name : Rajbari Jute Mills Ltd.**

Project Office : Aladipur, Rajbari.

Head Office : 237, Outer Circular Road, Baro Maghbazar, Dhaka-1217.

**Position : Senior Accounts Officer**

Duration : **10 Years 09 Months Experience** (From 05th October 2009 to 31st May 2020)

Nature of Business: 100% Export Oriented Jute Goods Manufacturing Company.

Key Performance : Auditing, Financial Periodic Report, General Ledger, L/C Monitoring, Costing, Financing, Budgeting, Supply Chain, Raw Materials & Store Management, Cash Equipment Management, Bank Balance Reconciliation, A/P, A/R & Expenditure Reconciliation, Fixed Assets Management, Production Analysis & Reporting, Office Management, Insurance, Payroll, Inventory, WIP & FG Valuation & Reconciliation.

**Company Name : Goldesia Jute Mills Ltd.**

Project Office : Kazibadha (Bethuliya), Matipara, Rajbari Sadar-7700, Rajbari.

**Position : Manager (Accounts)**

Duration : **From 09th August 2020 to Till Now)**

Nature of Business: 100% Export Oriented Jute Goods Manufacturing Company.

Key Performance : Auditing, Financial Periodic Report, General Ledger, L/C Monitoring, Costing, Financing, Budgeting, Supply Chain, Raw Materials & Store Management, Cash Equipment Management, Bank Balance Reconciliation, A/P, A/R & Expenditure Reconciliation, Fixed Assets Management, Production Analysis & Reporting, Office Management, Insurance, Payroll, Inventory, WIP & FG Valuation & Reconciliation.

Academic Qualification :

*Post Graduate:*

**Master’s of Business Studies (MBS)**

(Major in Accounting)

Institute : National University of Bangladesh

Exam year : 2009

Result : 2nd Class

*Graduate:*

**Bachelor of Business Studies (BBS Hon’s)**

(Major in Accounting)

Institute : National University of Bangladesh

Exam year : 2008

Result : 2nd Class

Computer Skills :

Packages: MS-Word, MS-Excel (Advance Level), Email & Internet operations. Accounting Software: Quick Books Pro.

Language Skills :

English : Well versed in both written and spoken English.

Bengali : Mother tongue.

Capabilities :

* Excellent human relations skills.
* Excellent Creative and Analytical sense.
* Superior ability to achieve immediate and long-term goals.
* Capable to office management & maintenance.
* Flexible, dependable and able to work under tight deadlines.

Personal Information :

Name : Debashish Kumer Bhokta

Father’s Name : Dipok Kumer Bhokta

Mother’s Name : Maya Rani Bhokta

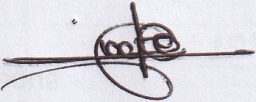
Date of birth : 11 October 1985.

Sex : Male

Marital Status : Married

Religion : Sonaton (Hindu)

Nationality : Bangladeshi (by birth)



Signature­