

Last Updated : **January 23, 2015**

## **DHARMA NARAYAN ROY**

Address: 19/2 Kakrail, Dhaka.  
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### **Career Objective:**

To serve in a responsible administration position and wish to apply acquired knowledge and efficiencies.

### **Career Summary:**

To serve in a responsible administration position and wish to apply acquired knowledge and efficiencies.

### **Special Qualification:**

Internship and Banking training and 2.5 years Accounting job experience.

### **Employment History:**

**Total Year of Experience : 7.7 Year(s)**

#### **1. Accounts and Stores Officer ( January 1, 2014 - Continuing)**

##### **Rahmat Group (M/S Shahi Products)**

Company Location : 19/2 kakrail, Dhaka.

Department: Accounts

##### **Duties/Responsibilities:**

Accounts are prepared as-bill for sales, bill payment, Cash Received, Petty Cash and all kind ledger.

#### **2. Assistant Branch Manager ( February 1, 2012 - December 31, 2013)**

##### **Ali Baba Door and Furniture**

Company Location : 120,Century Arcade (2nd Floor), Mogbazar, Dhaka-1217.

Department: Accounts and Sales Departments

##### **Duties/Responsibilities:**

Sales and Account as target fill up, account maintain and Branch maintain etc.

#### **3. Consumer Banking ( June 1, 2011 - January 31, 2012)**

##### **Eastern Bank Limited**

Company Location : Banasree Branch

Department: Account Section

##### **Duties/Responsibilities:**

Account opening first work and take experience for good perform .

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.B.A	Accounting	Prime University	CGPA:3.77 out of 4	2012	1(One) Year	Next best perform for any Organization or Company .
B.B.A	Accounting	Prime University	CGPA:3.8 out of 4	2011	4 (Four)Years	Always I am achieved to gaol at any Organization or Company .
HSC	Commerce Group	Pirganj Govt. college	CGPA:3.9 out of 5	2006	2 (Two)Years	Medium perform to acheive the goal.
SSC	Seicnce Divission	Batason Bilateral High School	CGPA:2.81 out of 5	2004	2 (Two)Years	Medium perform to acheive the goal.

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Bank Training	Overall Activities of Sonali Bank Limited	Sonali Bank Limited	Bangladesh	Kallynapur Branch	2011	3 (Three)months

### **Professional Qualification:**

Certification	Institute	Location	From	To
Bank certification	Eastern Bank Limited	Motijheel head office	March 30, 2012	March 31, 2012

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 15000  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
 Preferred District : Dhaka, Dinajpur, Gazipur, Narayanganj, Rajshahi, Rangpur  
 Preferred Country : East Timor, Dominica, Ecuador, Eritrea, Gabon, Federated  
 States of Micronesia, Austria, Canada, Ethiopia, Zambia  
 Preferred Organization Types : Banks, Wholesale, College, BPO/ Data Entry Firm,  
 Development Agency, Garments, Buying House, Audit Firms  
 /Tax Consultant, Airline, Direct Selling/Marketing Service  
 Company, Call Center, Automobile

### **Specialization:**

Fields of Specialization	Description
• MBA/ BBA	Account section work is perform firstly and Planning is able to perform for any organization or company .

### **Extra Curricular Activities:**

Banking Training Certificate from Banking.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bangla	Medium	Medium	Medium

### **Personal Details :**

Father"s Name : Biren Chandra Roy  
Mother"s Name : Bimala Rani Roy  
Date of Birth : January 17, 1988  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Hindu  
Permanent Address : Vill- Khamarkhanpur.Post-Moraripur,Bochaganj,Dinajpur  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md. Ziaul Haque	Md. Abdus Satter Sarkar
Organization	: EXIM Bank	BRAC (NGO)
Designation	: Senior Principal Officer & Dealer (Foreign Exchan	General Manager Finance
Address	: Gulshan-1, Dhaka.	BRAC Centre, 75 Mohakhali Dhaka-1212.
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EMail	: dealingroom@eximbankbd.com	satter.mas@brac.net
Relation	: Relative	Academic

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