

Last Updated : **May 18, 2014****TAPAN KUMAR DAS**

Address: Kamal Vila-158, Kajolsha, Medical road, Sylhet-3100

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email:dastapan1413@gmail.com

**Career Objective:**

To find a challenging career in a dynamic organization where I will get the opportunity to utilize my knowledge and talent and also prove my skill for professional career development as well as serve the country.

**Employment History:****Total Year of Experience : 0.6 Year(s)****1. Accounts Officer ( June 6, 2013 - January 14, 2014)****WDI Engineering & Construction firm**

Company Location : Sherpur, Sylhet

Department: Accounting

**Duties/Responsibilities:**

1. Implementation of book keeping system in Bangladesh to collect data from System and generate full set of accounts from there.
  2. Assist in preparing monthly, quarterly, annual budgets for management.
  3. Help manage company's financial accounting, monitoring and reporting systems.
- To help prepare weekly, monthly and other periodical financial reports as required by management.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BBA	Finance	Sylhet International University, Sylhet	CGPA:3.02 out of 4	2012	4yrs
HSC	Commerce	Brindabon Govt College, Hobigonj	CGPA:2.4 out of 5	2007	-
SSC	Science	Hobigonj High School, Hobigonj	CGPA:3.13 out of 5	2005	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship Program	Indian Visa Processing, Banking activities	State Bank of India	Bangladesh	Subhanighat, Sylhet	2012	3months

**Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 7000  
 Expected Salary : Tk. 10,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization : Banks, Market Research Firms, Buying House, Manpower  
 Types Recruitment, Cement Industry

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Direndra Chandra Das  
 Mother"s Name : Kanpana Rani Das  
 Date of Birth : April 16, 1989  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladsehi  
 Religion : Hindu  
 Permanent Address : Vill: Katalia; PO: Pukra; Sadar: Baniachong; Dist: Hobigonj  
 Current Location : Sylhet

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Abdul Latif	Md. Badrul Islam
Organization	: Sylhet International University	Eastern Bank Ltd.
Designation	: Head; Department Of Business Administration	Branch Manager.
Address	:	Moulvibazar Branch.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801711996032	+8801715721446
EMail	:	
Relation	: Academic	Family Friend

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