

Rajib Das

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Ajman, UAE

To be a part of prominent officials in a challenging work environment to make myself enable to apply skills and acquired abilities bent on deriving the best out of it, as a professional I would like to be responsible and sincere in my duties as well as organized along with loyalty.



Experience

Junior Executive

03/2022 to 07/2023

Abu Kalam Gen. Maint. Cont. & Bldg. Cleaning Serv. L.L.C,
Ajman, UAE.

- Dealing cash payment & cheque issuing.
- Preparation of salary sheet.
- Update accounts receivable & accounts payable.
- Handling petty cash payment.
- Preparation & maintenance of expense vouchers & Bills.
- Manage all accounting transaction.
- Verification of invoices, debit/credit notes and bills.

Brand promoter Supervisor

04/2015 to 08/2021

Robi Axiata Ltd. Chittagong, Bangladesh.

- Manage sale performance as target set and merchandising in the responsible area.
- Follow up promoter working schedule, daily operation.
- Preparation of salary sheet.
- Preparation monthly sales out report.

Decleartion

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Highlights

- Accounts Payable
- Accounts Receivable
- Cheque Issuing
- Sales Invoice Posting
- Expense Invoice Posting
- Petty Cash Handling
- Phone & Online Support
- Maintain & File Invoice
- Quick Learner

Education

- Bachelor of Business Study (BBS) – 2014, Omar Goni M.E.S University College, Chittagong, Bangladesh.

Computer Skills

- Microsoft office
- Microsoft word
- Microsoft excel

❖ Languages

- English
- Hindi
- Bangla