

CORRESPONDENCE:

Thirtho Sarker
103/B Malibagh Chowdhury Para. Dhaka-1219
Mobile: 0088-01714999665
E-mail: sarkerthirtho@gmail.com

**RESUME OF THIRTHO SARKER****Career Objective**

A competent and enthusiastic executive seeking a challenging position to utilize my professional skills and bring success to your organization through greater value addition, creative thought and flares for teamwork.

Academic Qualification

M.B.A (Master of Business Administration)

Major in Accounting
American International University-Bangladesh (AIUB)
CGPA of 3.53 out of 4.0
Passing year: 2014

H.S.C (Higher Secondary Certificate)

Business Studies
Ideal Commerce College
GPA: 4.30 out of 5.0
Passing Year: 2007
Dhaka Board.

B.B.A (Bachelor of Business Administration)

Major in Finance and Accounting
American International University-Bangladesh (AIUB)
CGPA of 3.44 out of 4.00
Passing Year: 2012

S.S.C (Secondary School Certificate)

Business Studies
Khilgaon Govt. High School & College
GPA: 3.50 out of 5.0
Passing Year: 2005
Dhaka Board.

Professional Experiences

Position: Executive-Accounts

Job type : Full time
Company : Compugates International Bangladesh Limited, Concern of Integra Group. Suite 5.07, Plaza A.R, Mirpur Road, Sobhanbah, Dhanmondi, Dhaka-1209, www.compugates.com
Tel : 0088-02-9140668, 0088-02-9114079
Duration : Dec, 2016-Continue.

Job responsibilities:

- ✓ Preparing all purchase and sale voucher on tally
- ✓ Bank reconcile, Petty Cash maintain and posting
- ✓ Preparing Profit and Loss accounts, stock reconcile
- ✓ Provide stock report to audit team, send all Payment cheques to our party, receive all sale amount to cash and bank and also posting on tally
- ✓ To assist senior to prepare Financial statement, salary accounts,
- ✓ Send to Directors all Branches estimated monthly budget Report and to check all stock requisition before sending on operation.

Position: Executive-Content Management

Job type : Full time
 Company : MM Service Limited (Josh Box), Concern of Integra Group. Suite 5.07, Plaza A.R, Mirpur Road, Sobhanbah, Dhanmondi, Dhaka-1209, www.joshbox.com.bd
 Tel : 0088-02-9140668, 0088-02-9114079
 Duration : Nov, 2015-Nov 2016

Job responsibilities:

- ✓ Manage Content in terms of platform sourcing, content sourcing, uploading & time management
- ✓ Ensure regular follow-up and support to attain business goal

Position: Junior Executive Officer, Procurement & Store Department

Job type : Full time
 Company : National Health Care Network, Commercial Plot No: 27-28, Main Road: 1, section: 6, Mirpur, Dhaka-1216, <http://www.nhn-dab.org.bd>
 Tel : 0088-02-9359382, 0088-02-9358873
 Duration : May 2012 - March 2013

Job responsibilities:

- ✓ Preparing purchase notes
- ✓ Collected Product price and quotation
- ✓ Estimated cash price
- ✓ Submit the file in accounting department
- ✓ Approved money by accounts
- ✓ After purchase product prepare adjust note

Position: Internship, Business Relationship Department

Job type : Internship
 Company : BRAC Bank Limited, Address: 1 Gulahan Avenue, Gulshan, Dhaka-1212, www.bracbank.com
 Tel : 0088-02-8836501-28, 0088-02-9884292.
 Duration : Sep 2011- Nov 2011

Job responsibilities:

- ✓ Credit Cards Operations & Electronic Banking

Computer Literacy

Successfully completed six months course on “**Computer Basic course**” and achieved grade “**A**” which has added new shape in my career.

Operating Systems	Windows 98, Windows 2004, 2007, 2008, XP, Vista.
Software Application	MS-office Suite (Excel, Power point, Word)
Spreadsheet Analysis	Visual Presentation
Email & Internet	Internet Browsing Applications
Others	Software Installation, Printing

Internship Reports

- ✓ Card Operation (Credit) of BRAC Bank Limited and Comparing with Standard Chartered Bank.
- ✓ General activities of Procurement Department in National Healthcare Network (NHN).

Major Reports (Others)

- ✓ Performance evaluation of Islamic Bank (Al-Arafah Bank Ltd.) and conventional Bank (Prime Bank Ltd.)
- ✓ Product Marketing Strategy and Competitor's Evaluation of ACME and Nokia.
- ✓ Taxation system of Bangladesh

Interest

- ✓ Reading books, Listening music, Playing Guitar, Watching TV specially news & sports channel and Browse Internet.

Personal Details

Name	Thirto Sarker
Father's Name	Swapon Sarker
Mother's Name	Sipra Sarker
Mailing Address	103/B Malibagh Chowdhurypara., Dhaka-1219
Phone	088-01714999665
DOB	28th March 1990
Nationality	Bangladeshi
Religion	Hinduism
Marital Status	Single
Blood Group	O (+) positive.
National ID	19892693623849937
Height	5'-7"
Gender	Male

References

Md. Kamrul Bari Assistant Professor (Department of Finance) American International University-Bangladesh (AIUB) Mobile: 0088-01614533290 Office: 8820865,9890804 Ext: 143 E-mail: k.bari@aiub.edu	Name: Biswajit Mazumder Director (Finance & Accounting) Diabetic Association of Bangladesh Cell: 0088-01711240023 Office: 8616641,9661551 Ext:2210
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Signature



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