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Sudip Biswas

Career Summary

Master of Business Administration professional with practical experience in Accounts and exposure to Finance, Banking, and Marketing. Experienced in accounting operations, bank reconciliation, invoicing, financial reporting, and MS Excel, with strong analytical, communication, and problem-solving skills. Seeking opportunities to contribute across diverse business functions in a growth-oriented organization.

EDUCATION

- MBA – 2026
Major-1: Finance & Banking | CGPA: 3.03
Major-2: Marketing
IBA-Jahangirnagar University
- BBA – 2023
Major: Accounting & Finance | CGPA: 3.49
American International University-Bangladesh

EXTRA- CURRICULAR ACTIVITIES

- Participation in AIUB Business Plan Exhibition [May, 2022]
- **General Member** - AIUB Business Club [March, 2020 to March, 2023]
- **Member** - AIUB Alumni Association [January, 2024 to Present]
- **General Member**- IBA-JU Professional MBA Club [January, 2025 to Present]

SKILLS

- **Accounting:** Bank Reconciliation, Voucher Entry, Invoice Processing, Financial Reporting Support
- **Software:** Microsoft Excel, Zoho Books, MS Word, PowerPoint
- **Language:** Bengali [Native], English [Professional]

PROFESSIONAL EXPERIENCE

Executive – Accounts | V Shipping, Dhaka

Jan 2025 – Aug 2025

- Voucher entry, accounts payable/receivable, and invoice preparation
- Bank reconciliation and expense tracking in Excel
- Assisted in financial reporting and documentation
- Supported LC/import-related financial records

Intern – ACNABIN Chartered Accountants (3 months)

- Verified financial documents for government incentive claims