**Curriculum Vitae (CV)**

***Of George Ussash Biswas***

**CONTACT/PRESENT ADDRESS**

319, Gohata Road, Gopalgonj, 8100.

Email: georgeonline2016@gmail.com

Cell Phone No: +8801688023866

**OBJECTIVE**

The honest and extreme desire is to achieve the organizational goal implying the time, talent, and office related resources with the delicate lead approach safeguarding the tangible and intangible assets upholding the office principles and ethics with most confidentiality.

**EMPLOYMENT HISTORY**

**Profile Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL** | **Designation** | **Organization** | **Start Date** | **End Date** |
| **01** | Translator (Part Time) | Adventist Mission | 01st Jan 2016 | 31st Dec 2018 |
| **02** | Translator (Full Time) | BASC | 01stJan 2019 | 31st Dec 2020 |
| **03** | Tranalator | Freelancer | 01stJan 2021 | 2022 |

* Solid understanding of accounting and controlling
* Knowledge of various office task; record keeping
* Capable of maintaining good relation within or outside entities
* Internal control in monitoring and safeguarding assets through inventories

**SOFTWARE KNOWN**

* SUN Accounting System
* Tally Software

**ACADEMIC QUALIFICATION**

2019 BBA Accounting BASC

2014 HSC Commerce Dhaka Board

2012 SSC Commerce Dhaka Board

**TRAINING and SEMINAR ATTAINMENT**

2019 BAUM Sun Plus Accounting software seminar

2018 BAUM Stewardship Seminar

2017 BCSS Child Right Seminars

2016 BBA Department Seminars on Business Administration (SWOT)

2015 Kaliakoir Hospital Hepatitis B Virus

**COMPANY INSPECTION**

2019-2018 Dhaka International Trade Fair Dhaka Tejgoan

2018 Walton Chandra, Gazipur

2017 National Bank Kaliakoir, Gazipur

**LANGUAGE EXPERTISE**

* Decent expertise both verbal and non-verbal English
* Decent expertise both verbal and non-verbal Bangla

**INTERNSHIP**

2019Bangladesh Adventist Union Mission (BAUM) Mirpur 01, Dhaka

**COMPUTER ABILITIES**

* Windows 7,8.1,10 Operating System
* MS Excel
* Power Point Presentation Technology
* Yahoo Email
* Google Search
* Facebook Networking
* Skype Communication
* MS word

**STUDENT LEADER ACHIEVEMENT**

2019 Graduating class President BASC& BANI

2019 General Monitor of College (GM) BASC

2019 President BBA Club, BASC

2018 Secretary BBA Club, BASC

2017 Photography & Media Director BBA Club, BASC

**PERSONAL INFORMATION**

Father’s Name : Leo Clement UzzwalBiawas

Mother’s Name : PurobiBiswas

Permanent Address : 319, Gohata Road Gopalgonj, 8100

Date of Birth : Decenber06, 1993

Nationality : Bangladeshi

Religion : Christianity

Sex : Male

Marital Status : Single

**REFERENCE**

Mr. D. Halder, Former Instructor and BBA Department Chairperson; BASC

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Cell Phone:#+8801706171858.

Dr. RongtenP. Bala, Vice President for Academic Affairs (VPAA); BASC

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Mr. Mark D Baroi, Asst. Treasurer of BAUM

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