

Applied For: **IT Executive (Sylhet)**

Last Updated : **May 10, 2018**

MD. RAKIB HASSAN

Address: House No - 79, Road No 2, Chamelibug, Islampur, Sylhet-3100
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Career Objective:

To pursue a highly rewarding career, seeking for a position where I can utilize my skills and knowledge efficiently for organizational growth. To employ my knowledge and experience with the intention of securing a professional career.

Career Summary:

Obtain a challenging leadership position applying creative problem solving and management skills with a growing company to achieve optimum utilization of its resources and maximum profits. Looking for a position where I can use my evaluation skills and research acumen in order to provide the organization with a high level of systems support with an environment that offers a greater challenge, increased benefits, and the opportunity to help the company.

Special Qualification:

-  QuickBooks Accounting Software
-  VT Transaction Plus
-  IRIS & Payroll Manager
-  Microsoft Office (Word, Excel, PowerPoint, Outlook etc.)
-  Methodical and Determined
-  Exceptional time management skills

Employment History:

Total Year of Experience : 2.7 Year(s)

1. Team Leader & Assistant Administrator (March 8, 2016 - Continuing)

BPOSYL Ltd.

Company Location : Sylhet

Department: Account and Tax Team

Duties/Responsibilities:

- Reviewing all invoices for appropriate documentation and approval prior to payment.
- Reconciliation and positing of Inter-Company Accounts.
- Ordering of office and business supplies as needed.
- Providing administrative assistance to all staffs as needed.
- Maintaining and updating client database with current information.
- Preparation of quarterly balance sheet movement report for bank branches with all movements

explained.

- Maintained most of the files for the Finance department in a neat and organized matter, in addition to performing normal office chores such as placing office supply orders, making calls and sending out mail.
- Responsible for preparing routine entries, reconciling and posting financial transactions using VT Transaction Plus, IRIS and MS Excel software.
- Offering training to new stuffs and other support that may be required from time to time.
- Assisted with administrative duties, such as preparing budgets and reports, keeping invoice records, and filing expense account reports.
- I have a team of five excellent people who report directly to me regarding bookkeeping and accounts finalization task which I review and mark as completed.
- Handles other duties and responsibilities as assigned.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.B.A	Finance & Banking	Leading University, Sylhet	CGPA:3.15 out of 4	2015	1 year	Finance & Banking Knowledge
B.B.A.	Accounting	Leading University, Sylhet	CGPA:3.48 out of 4	2015	4 year	Accounting Knowledge, Finance & Banking Idea, Accounting Statement Creation ability
HSC	Science	Shahjalal Jamea Islamia School & College	CGPA:3.9 out of 5	2010	2 year	-
SSC	Science	Al-Amin Jamea Islamia High School	CGPA:4.19 out of 5	2008	2 year	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Microsoft Office Program	MS OFFICE (Full)	Envision Institute of Design & Technology	Bangladesh	Dhaka	2009	6 month

Professional Qualification:

Certification	Institute	Location	From	To
Internship	First Security Islami Bank Ltd.	Sylhet	June 2, 2014	October 2, 2014
Hardware Maintenance & Troubleshooting	Bangladesh Computer Council	Bangladesh	October 28, 2011	December 18, 2011

Career and Application Information:

Looking For : Mid Level Job

Available For : Full Time
 Present Salary : Tk. 35500
 Expected Salary : Tk. 20,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Dhaka, Sylhet
 Preferred Organization Types : Banks, Investment/Merchant Banking, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Embassies/Foreign Consulate, Consulting Firms, Audit Firms /Tax Consultant

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • HTML/ DHTML • MS Word/ Excel/ PowerPoint/ OneNote • Web Services • WordPress • MBA/ BBA • Accounting • Computer Operator • Windows Administration • Accounts 	I have advance level accounting and AIS knowledge. I can comfortably work with any area in Accounting. I can prepare trail balance, Journal, Ledger, Income Statement and other Accounting terms. I also have very good skills in QuickBooks, VT Transaction and other accounting software`s as well as Internet, Website development ,MS office full package and invoice management software.

Extra Curricular Activities:

Working as a Web Developer in upwork.com & Banglauniversity.com. I am also related to different social service club in my university and local area. I love to travel because it makes you fall in love with your life and there is something new to taste, also because the souls you meet along the way leave an imprint on you and your own personal growth. I want to know more than what I can read and make memories.

Language Proficiency:

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

Personal Details :

Father's Name : Md. Babul Akter
 Mother's Name : Rokeya Akter
 Date of Birth : November 23, 1993
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : House No - 79,Road No 2, Chamelibug, Islampur, Sylhet-3100
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>
Name	: Shantonu Kumar Roy
Organization	: Bangladesh Bank, Sylhet
Designation	: Deputy General Manager
Address	: Debpur, Sylhet
Phone (Off.)	: 0821 - 728551
Phone (Res.)	:
Mobile	: 01711-174406
EMail	: shantonu.roy@bb.org.bd
Relation	: Professional

	<u>Reference: 02</u>
	Md. Harunur Rashid
	Bangladesh Bank, Sylhet
	Deputy General Manager
	Bangladesh Bank Quarter, Sylhet
	01715-642059
	harunur.rashid@bb.org.bd
	Professional