

Last Updated : **November 8, 2014**

MD. RAKIBUL HASAN

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Career Objective:

To establish myself as efficient company personnel to meet the challenges of globalization in today's ear of business and Searching that desirable opportunity with which I will have the scope in utilizing my skills and potentiality to do something .

Career Summary:

I am sincere and committed to by duty. I am natural team player & lead & be lead as the situation requires. I am helpful to others & a hilarious boy.

Special Qualification:

Complete 2 Years IT Diploma From NIIT

Employment History:

Total Year of Experience : 17.2 Year(s)

1. Sr.Executive (March 16, 2006 - Continuing)

Grameenphone Ltd

Company Location : Sylhet

Department: Sales

Duties/Responsibilities:

1. Make informative and successful sale to increase customer base and brand image.
 2. Provide one-stop customer service to enrich customer experience.
 3. Meet queries of internal and external customers efficiently.
- Exude confidence and accessibility to create customer friendly environment in the Center.
4. Escalate critical issues to concerned unit timely to ensure positive customer experience.
 5. Incorporate company values in professional dealings to comply with corporate codes of conduct.
 6. Timely and efficient accomplishment of tasks given by Center manager.
 7. Error free and timely reporting of activities for timely management update

2. Faculty & System Admin (October 1, 2004 - March 15, 2006)

NIIT

Company Location : Sylhet

Department: Software & Networking

Duties/Responsibilities:

• Network administration (including backup, security management, user account management, e-mail systems including e-mail web server, internet access, office systems and applications support).

• Supports server, network and desktop hardware, software and applications.

• Performs technology needs analysis.

• Rolls out hardware and software to ensure optimal deployment of resources.

• Plans, implements, and supports the network and computing infrastructure plan.

• Manages small to medium sized projects according to agreed upon budgets and schedules.

• Assists with technology planning through ongoing research

3. Accountant (January 10, 2002 - September 30, 2004)

Sylhet Land Development & Apartment Company Ltd.

Company Location : Amberkhana, Sylhet

Department: Accounts

Duties/Responsibilities:

• Resolve fund related problems and follow up with departments on new projects/funds to be created.

• Reconciliation of donations received and calculation of interest and timely transfer of funds to appropriate accounts.

• Reconcile all pending accounts on a monthly basis.

• Manage the chart of accounts.

• Establish new funds, process donation journal entries, investigate discrepancies and prepare detailed records and reports as required.

• Assist in the preparation and reconciliation of all monthly financial statements.

• Assist in creating, monitoring and updating financial related policies and procedures.

• Initiate and participate in data cleanup projects.

• Provide occasional back up or assistance to other Advancement Services staff which requires a well rounded knowledge in the areas of systems, accounting and tax receipting and other donor related issues.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Human Resource Management	Leading University, sylhet	CGPA:2.81 out of 4	2009	2 Years	n/a
B.Com	Commerce	National University	Second Class, Marks :45%	2001	2 Years	n/a
HSC	Science	Shahababad Degree College, Comilla	First Division, Marks :65.6%	1999	2 years	n/a
SSC	Science	The Aided High School, Sylhet	First Division, Marks :68%	1997	10 Years	n/a

Professional Qualification:

Certification	Institute	Location	From	To
DNIIT	NIIT	Sylhet	January 1, 2001	January 3, 2003

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 60000
 Expected Salary : Tk. 50,000
 Preferred Job Category : Commercial/Supply Chain, Marketing/Sales
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : United Kingdom, United States, Canada, Singapore
 Preferred Organization Types : IT Enabled Service, Computer Hardware/Network Companies, Airline, Food (Packaged)/Beverage, Direct Selling/Marketing Service Company

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Visual Basic 6.0 • Windows 2000/ 2003 Server(s) • Windows XP/ 2000/ ME/ 98 • Windows NT • MS SQL Server • VB.Net • C++/ VC++ • HTML/ DHTML • Linux • MS Access 	Software Development/ Sales

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Abdul Khaleque
 Mother"s Name : Shirin Akhter
 Date of Birth : June 16, 1981
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Digonto-49,R/A Rayhossain,Amberkhana,Sylhet
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md.juber Ahmed	Bakht Rumman Birteez
Organization	: Grameenphone Ltd.	Grameenphone Ltd.
Designation	: Regional Head	Center Manager
Address	: Mira Tower,Mirabazar,Sylhet	Grameenphone Center,Amberkhana,sylhet
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801711500150	+8801711505524
EMail	: juber@grameenphone.com	rumman@grameenphone.com
Relation	: Professional	Professional

