

MD. ROKIB JAHAN JIDNI

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CAREER OBJECTIVE

A highly motivated and detail-oriented accounting graduate with strong analytical, problem-solving, and collaborative skills. Experienced in monitoring operations, managing processes, and improving efficiency through critical analysis. Demonstrates proven leadership and presentation abilities through academic projects and competitions. Seeking an entry-level accounting position where I can apply my knowledge, contribute to organizational success, and grow as a finance professional.

WORK EXPERIENCE

Manager Trainee – Padakhep Manabik Unnayan Kendra

08th March 2026 – Present

Key Responsibilities:

- Assist branch operations and microfinance activities.
- Handle cash transactions, maintained financial records, and ensured compliance.
- Monitor field activities and supported target achievement.
- Built client relationships and aided team performance.
- Participated in training sessions to enhance skills and knowledge.

Assistant Teacher – Northpoint School Rajshahi

01st September 2024 – 02nd March 2026

Key Responsibilities:

- Assisted lead teachers in lesson delivery, classroom management, and preparing learning materials.
- Supported students individually and in small groups to reinforce learning and monitor progress.
- Maintained a positive, disciplined, and inclusive classroom environment.
- Assisted with grading, record-keeping, and other administrative tasks.
- Supervised students during breaks, school events, and participated in meetings and professional development sessions.

Assistant Teacher – JAAGO Foundation School | **CERTIFICATE**

01st January 2024 – 29th August 2024

Key Responsibilities:

- Designed and implemented lesson plans for grades 6–10.
- Assessed student performance and supported struggling learners.
- Maintained a disciplined and engaging classroom environment.
- Communicated regularly with parents and guardians.
- Integrated technology to enhance learning experiences.

Asst. Outlet Operation Manager – ACI Logistics Ltd. Shwapno

18th June 2022 – 6th December 2023

Key Responsibilities:

- Managed petty cash, assessed bills, and reconciled outlet cash daily.
- Reconciled bank statements and ensured accurate financial records in DSC.
- Prepared Daily Sales and Collection Statements (DSC) in Excel.
- Managed sales team to achieve growth and meet targets.
- Handled financial projects including Monthly P&L, forecasting, and budgeting.
- Oversaw recruitment, coaching, performance monitoring, and succession planning of staff.
- Verified purchase requisitions, created POs, raised GRNs, and managed stock reconciliation in SAP.
- Assessed product expiry, returns, and developed cash and inventory management plans.

ERP Exposure:

Have hand-on experience in **FICO module of SAP**. Mostly worked with the t-codes /nme21,/nme9f,/nme90,/nme51,/nme52,/mcgd01,/zmap.

TRAINING & CERTIFICATION

Digital Marketing – Ministry of Youth and Sports | **CERTIFICATE**

Training Summary:

- Under the Ministry of Youth and Sports, digital marketing generally includes various important topics such as Digital Marketing Introduction, Search Engine Optimization (SEO), Social Media Marketing (SMM), Social Media Management, Content Marketing, Email Marketing etc. Through such courses the participants can acquire skills from basic to advanced level of digital marketing.

E-Banijjo Korbo, Nijer Babosa Gorbo – Ministry of Commerce | **CERTIFICATE**

Training Summary:

- Under the project "E-Banijjo Korbo, Nijer Babosa Gorbo" the process of creating entrepreneurship has been started by providing training. Through this project, encouraging man & women to e-trade and increase the number of entrepreneurs, making as skilled entrepreneurs to meet the increasing unemployment problem in the country, making self-reliant by providing them with full knowledge about the use of ICT technology using.

01st July 2024 – 30th
September 2024
(3 months)

28th August 2021 –
09th September 2021
(11 Days)

EDUCATION

MBA in Accounting – 2023 | Rajshahi College Under National University | CGPA : Appeared

BBA in Accounting – 2021 | Rajshahi College Under National University | CGPA : 3.41 out of 4.00

HSC in Business Studies – 2017 | New Govt. Degree College, Rajshahi | Rajshahi Board | GPA : 4.42 out of 5.00

SSC in Science – 2015 | Maskatadighi High School and College, Rajshahi | Rajshahi Board | GPA : 4.78 out of 5.00

TECHNICAL & COMMUNICATION SKILLS

Have hand-on experience on **MS Excel** specially on **VLOOKUP, XLOOKUP, LEFT, IFERROR, COUNTIF, SUMIFS, SUM, AVERAGE, MAX, MEAN** etc. Also have exposure in **MS Word** and **MS Power point**.

Fluent speaking in both **English and Bangla**. Good writing skill in both **English and Bangla**.

SKILL

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|---|---|
| • Financial Reporting & Cash Management | • Communication & Presentation Skills |
| • Accounting & Bookkeeping | • Classroom Management & Lesson Planning |
| • Data Analysis & Problem Solving | • Client Relationship Management |
| • Budgeting & Forecasting | • Microsoft Excel & SAP |
| • Team Leadership & Management | • Digital Marketing (SEO, SMM, Content Marketing) |

PERSONAL INFORMATION

Father's Name : Md. Zahangir Alam

Mother's Name : Mst. Rokeya Alam

Date of Birth : 12 January 2000

Marital Status : Married

Religion : Islam

Blood Group : B+

Present Address : Village: Raninagar Monnafer mor; Post:Ghoramara; Thana: Boalia; District: Rajshahi.

Permanent Address : Village: Nobab Alivardi Road, Bamonpara; Post:Bheramara; Thana: Bheramara; District: Kushtia.

REFERENCES

- Dr. Mahmud Hasan Tareque (Assistant Professor)
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Email: tareq_ndc@yahoo.com

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(Md. Rokib Jahan Jidni)

I hereby declare that all the information provided in this resume is true and correct.