

MD RAKIB RAIHAN

Humanitarian/ Accountant/ Youth leader

📍 Meah Khan Nagar, Bakolia, Bakalia, Chattogram

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Career Objective:

My goal is to continue leveraging my skills in financial management, donor engagement, and project coordination to support and empower industry, ensuring that every effort contributes to lasting positive change.

Career Summary:

I am a humanitarian professional with 7+ (since 2018) years of experience in disaster response, fundraising and community development. currently, as Deputy Chief of Resource Mobilization at Red Crescent Chattogram district, I manage budgets & donor relation, financial reporting. I've led national disaster operations and Rohingya refugee projects with UNHCR and German Red Cross through BDRCS. Skilled in communication, project coordination, and delivering impactful results in challenging environment.

Employment History:

1. **Accounts Executive** (5, Mar 2025 - Continuing)

Bismillah Aluminium Store

Area of Expertise: Emotional Intelligence, Strong analytical and problem-solving skills.

Duties/Responsibilities:

Day-To-Day Profit & Loss Analysis. Managed Accounts Receivable & Payable also focused on Continuous Improvement. Reconcile bank statements with internal records. Oversaw administrative functions. Developed and maintained strong customer relationships to boost sales. For Achieving sales targets by promoting new products to customers.

2. **Executive Member, Deputy Chief** (17 Feb 2024 - Continuing)

The Bangladesh Red Crescent Society Chattogram District Unit

Area of Expertise: Disaster Management, Fundraising

Duties/Responsibilities:

Assisting in planning and executing fundraising campaigns and creating compelling fundraising materials. Manage budgets, purchase, expenses, and petty cash. Prepare bills, vouchers, and financial reports. Maintain accurate financial and inventory records. Build and update the donor database.

3. **Emergency Preparedness Response Supportive Member** (26 Sep 2024 - 31 Dec 2024)

Bangladesh Red Crescent Society Bhashan char Operation

Area of Expertise: Communication and collaboration, Data Analysis

Duties/Responsibilities:

Support on Data Collection and Reporting, Community Engagement and Accountability, Volunteer Coordination, Communication and Coordination, Community Networking and Collaboration. Biogas usage study assessment. Supported non-food item distribution by using GDT (global Distribution tool) software.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
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Bachelor of Business Administration (BBA)	Accounting	Govt. College Of Commerce	CGPA:2.71 out of 4	2021	04
HSC	Business Studies	Government City College, Chattogram	CGPA:4.25 out of 5	2017	2
SSC	Business Studies	Lama bazar A.A.S City Corporation High School	CGPA:4.61 out of 5	2015	10

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Advance First Aid		Bangladesh Red Crescent Society	Bangladesh	Dhaka	2024	4 Days
Unit Disaster Response Team		Bangladesh Red Crescent Society Chattogram District Unit	Bangladesh	Unit Office, Chattogram	2022	3 days
Hygiene Promotion in Emergency and MHM		Bangladesh Red Crescent Society	Bangladesh	Hope Foundation, Savar, Dhaka	2022	4 days
APTIS		British Council	Bangladesh	Chittagong	2020	3 months

Career Information:

Skill:

Computer Skill: Microsoft word, Excel, Power point, Kobo tool

Field Skill: Monitoring and Evaluation, Project Management, Risk Management, Environment/ Disaster Management, Data Collection.

Soft Skill: Emotional Intelligence, Communication, Teamwork, Conflict resolution, Problem-solving.

Accomplishment:

Awards/Honors: Pandemic Covid 19 Warrior

Issued On: 14.07.2022

Served as focal point for COVID-19 vaccination and awareness programs in Chattogram under Red Crescent Youth; supported ICU care, and coordinated oxygen supply for patients.

Project: Bangladesh Red Crescent Society Bhashan char Operation

(29, august 24 to 14, sep 24)

Assisted in distributing hygiene parcels under the WASH program. Supported planning and execution of WASH activities, contributing to improved community health outcomes. Assisted the BCO Survey 2024 WASH assessments, gathering and analyzing data relate to WASH program indicators. Supported to provide logistics.

Language Proficiency:

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

Personal Details:

Father's Name : Md Akter Hossain
Mother's Name : Roni Akter
Date of Birth : 22 Aug 1998
Gender : Male
Nationality : Bangladeshi
Religion : Islam
Blood Group : AB+

Reference (s):**Reference: 01**

Name : Mohammed Nazim Uddin
Organization : Govt. Commerce College,
Chittagong
Designation : Associate Professor Of
Accounting Department
Mobile No : +8801711131951
Relation : Teacher

Reference: 02

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