

MD.RABBI

📍 Chotobon gram, Rajshahi Sadar, Rajshahi 6000

📞 01521419721,01746855650

✉ Faishalrobin@gmail.com



Career Objective:

Seeking a full-time position to leverage my knowledge of market analytics and help the organization improve profitability.

Career Summary:

Highly organized professional offering proven skills in data processing and documentation management. Adept at working collaboratively within a fast-paced and detail-oriented environment to facilitate workflow and drive defined goals.

Special Qualification:

Business acumen and interest.
Organizational skills and the ability to manage deadlines.
Teamworking ability.
Strong communication and interpersonal skills.

Employment History:

1. Finance assistant (Short-term) (0.2 yr)

(1 Feb 2024 – 30 June 2025)

Transparency International Bangladesh, (TIB)

Area of Expertise:

Finance Accounts (0.2 yr)

Duties/Responsibilities:

1. Collection and review of vendors bill, revise if needed and keep financial record of implemented activities by the ACG and CCC 2. For making financial report, assist Area Coordinator by providing information, data and progress within deadline 3. Make an entry of CCCs' financial transactions in the PACT App Finance Module 4. He/she will be responsible to prepare purchase requisition (PR), quotation collection, work order issue, payments etc. as part of procurement process 5. Obtain signature on bill/documents from concerned authority 6. Maintaining petty cash and banking 7. Deduction of VAT and Tax from vendor bill as per Government rules and deposit to Govt. treasury 8. Preparation of VAT and Tax report as required 9. Keeping record, maintenance and preparation of report of Capital and Non-Capital assets 10. Assist internal and external audits .

2. Young Professional Finance

(10 Jan 2026 - continue)

Eco-Social Development Organization (ESDO)

Duties/Responsibilities:

1. Assist in updating leave information: To regularly update leave information of all staff and assist in ensuring accurate record keeping.

2. Assistance in stock updating

Support is required to regularly update and accurately document the stock of various project materials and assets.

3. Assistance in daily banking activities

It will be helpful in completing other banking tasks including bank deposits, check deposits, Advance adjust etc. smoothly.

4. Providing assistance in purchasing activities

Providing assistance in purchasing various products, stationery, and goods.

5. Assist in on-site verification and verification of bills and vouchers related to field events:

To assist in ensuring proper financial management by on-site verification and verification of financial documents of field events.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA:3.18 out of 4	2022	4
HSC	Business Studies	Rajshahi College, Rajshahi	CGPA:4.83 out of 5	2016	2
SSC	Business study	Seroil Govt. High School, Rajshahi	CGPA:5 out of 5	2014	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer operation	MS word, MS Excel, Power Point and Internet Browsing etc .	T.T.C Rajshahi	Bangladesh	Rajshahi	2021	6 month

Professional Qualification:

Certification	Institute	Location	From	To
Computer Operation	T.T.C Rajshahi	Rajshahi	June 1, 2021	December 31, 2021

Career and Application Information:

Looking For : Mid-Level Job
 Available For : Full Time
 Present Salary : Tk. 22500
 Preferred Job Category : Accounting/Finance-Bank/Non-Bank Fin. Institution, NGO/Development
 Preferred District : Rajshahi
 Preferred Organization Types : Banks, NGO

Skill:

Fields of Skill
• Data Entry Operator (English) • MS Word/ Excel/ PowerPoint/ OneNote • International Relation • Accounting Software • Problem solving capacity • Leadership • Learning and Development • Presentation • Sales & Marketing • ERP Software

Personal Details :

Father's Name : Md. Muslim Ali
 Mother's Name : Mst. Fatema Begum
 Date of Birth : 30 Jun 1997
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Chotobon gram, Rajshahi Sadar, Rajshahi 6000
 Current Location : Rajshahi
 Blood Group : B+

Reference (s):

Name : Md. Zakir Hossain
 Organization : Ucep Rajshahi Technical School
 Designation : Instructor foundational skill
 Primary Mobile No : 01717865402
 Primary Email : Zakir.hossain1@ucepbd.org
 Relation : Relative