

JARJIS AHMED RAKIB

Address: House-50/2, Road-01/2, Block-C (2nd Floor) Mirpur-13, Dhaka, Bangladesh
Mobile No 1: 01756422588
Mobile No 2 :01623492264
e-mail : jarjis.rakib92@gmail.com



Employment History:

Total Year of Experience : 1 year

Accounts Officer (January 15, 2018 – February 28,2019.)

RBL Fiber Industries LTD.

Company Location : Lohakoir Kashimpur, Gazipur Sadar, Gazipur 1751

Department: Admin

Duties/Responsibilities:

1. Prepare daily statement, bill statements.
2. Prepare all kinds of the voucher, receipt and payment, income, and expenditure statements.
3. Preparing accurate and timely quarterly, half-yearly and yearly financial report.
4. Maintain banking and corporate relationships.
5. Communicates to customers for collect bills.
6. Paid salary hand to hand.
7. Update cash book, ledger book, and all related registers.
8. Distribute petty cash.
9. Provide necessary support to procurement related work and its documentation.
10. Every day submitted the accounted information to MD Sir by e-mail.

Academic Qualification

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
Bachelor of Business Administration (BBA)	Accounting & Finance	American International University Bangladesh	CGPA:3.02 out of 4	2017	2013-2017
HSC	Commerce	Royal Media Collage	CGPA:3.9 out of 5	2012	2010-2011
SSC	Commerce	Anjuman Adarsha Govt. High School.	CGPA:4.31 out of 5	2010	2008-2009

Training Summary

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	General Banking	Jamuna Bank LTD.	Bangladesh	58E, Kemal Ataturk Avenue, Dhaka 1213	2017	3 Month

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Accounting Software• Cost & Management Accounting• Business Development• Bank Reconciliation	<ul style="list-style-type: none">* Prepare financial statement in accounting software.* Budgeting.* Cost analyzing & distribution.* Paid Salary hand to hand.* Findings errors, problems & confidently solved.* Taking financial projects.

Extra-Curricular Activities:

- * Volunteer of AIUB Social Welfare Club-SOMOY.
- * Experience and knowledge in project & teamwork.
- * Cadet of Bangladesh National Cadet Corps (BNCC) in Bangladesh Army.

Personal Details:

Father's Name : Alimull Razi
Mother's Name : Bilkis Ara Begum
Date of Birth : March 22, 1994
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Barhatta Road Netrakona.

References:

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: A H Ratul	Joynal Abedin
Organization	: RBL Fiber Industries Limited.	American International University- Bangladesh
Designation	: Head of Account	Assistant Professor of Finance
Address	: Lohakoir Kashimpur, Gazipur Sadar, Gazipur 1751	408/1, Kuratoli Khilkhet, Dhaka 1229, Bangladesh
Mobile	: 01707404034	01925201501
E-Mail	: ratulrbl@gmail.com	abedin@aiub.edu
Relation	: Professional	Academic

Signature

