NELSON BAROI

📍 **Home** : 5-22, AMT City, Char Shahpur, Ishwardi, 6620, Pabna, Bangladesh

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Date of birth: 08/01/1995 **Nationality:** Bangladeshi

WORK EXPERIENCE
[01/2019 – Current]

Senior Administration Officer

AMT ENGINEERING JSC   www.atom-alliance.com

City: DHAKA
Country: Bangladesh
Email address: Hakim@atom-alliance.com
Name of unit or department: Rooppur Nuclear Powerplant
Business or sector: Professional, scientific and technical activities
Information Management:
   • Provided project management and company staff with crucial information.
Access Control:
   • Monitored employee, vehicle, and transportation access to the company's premises.
Financial Reports:
   • Assisted in the creation of accurate financial transaction reports.
Colleague Support:
   • Aided colleagues in task resolution, contributing to enhanced performance.
Financial Management:
   • Managed all company payments, including cash and electronic transactions.
   • Procured necessary construction materials to ensure seamless operations.
   • Handled salary calculations and disbursements.
Consultative Support:
   • Offered valuable consultative support to employees on-site an in the camp.
Time Management:
   • Maintained meticulous records of timekeeping for the project.
Payroll Management:
   • Ensured accurate and controlled employee payroll calculations.
Budgeting:
   • Prepared and managed the monthly budget for the branch.
   • Updated and organized insurance policies for staff.
Logistics:
   • Expertly planned and controlled logistics processes.
Accounting Department Liaison:
   • Maintained consistent communication with accounting departments in Moscow and
      Dhaka, and at the work site Rooppur.
Document Preparation:
   • Proficiently prepared project letters and their translations to Russian and English.
Payment Registers:
   • Skillfully prepared and reviewed payment registers.
Bank Communication:
   • Effectively managed communication with banks.
Transport Management:
   • Organized and meticulously planned transportation processes and operations.
Personnel Management:
   • Successfully managed the hiring of new workers.
   • Facilitated necessary contract arrangements and insurance protocols.
   • Supervised and monitored the training of new personnel.
   • Conducted dismissals when required.
Relationship Management:
   • Proactively monitored and fostered harmonious and productive relationships among
      employees.
   • Expertly resolved conflicts as needed.

[26/07/2011]

Higher Secondary Certificate Examination

Notre Dame College,   www.ndc.edu.bd

City: Dhaka

Country: Bangladesh

Field(s) of study: Business Studies

Final grade: GPA 4.80/5.00   **Level in EQF:** EQF level 3

- Bangla
- English
- Commercial Geography
- Principles of Business
- Accounting
- Computer Studies

[22/05/2009]

Secondary School Certificate Examination

Karnaphuli Paper Mill's High School and College   https://www.sohopathi.com/
karnaphuli-paper-mills-high-school-college/

City: Rangamati

Country: Bangladesh

Field(s) of study: Business Studies

Final grade: GPA 4.50/5.00   **Level in EQF:** EQF level 2

- Bengali
- English
- Mathematics
- General Science
- Religion (Christian)
- Accounting
- Introduction to Business
- Commercial Geography

[31/08/2014 – 27/06/2018]

Bachelor of Business Informatics

Kalmyk State University named after B.B. Gorodovikov   www.kalmgu.ru

Address: Ulitsa Pushkina, 11, Elista, Republic of Kalmykia, 358000, Elista, Republic of
Kalmykia, Russia

Level in EQF: EQF level 6

Type of credits: ECTS   **Number of credits:** 240

Thesis: Use of Computer Technology for Intensification of Business Processes in the Field
of Forecasting

- Macroeconomics
- Microeconomics
- Company economics
- Management
- Econometrics
- Business Accounting and Managing Accounts
- Information Law
- Theory of Industrial Markets
- Mathematical Analysis
- Discrete Mathematics
- Differential Equations
- Linier Algebra
- Theory of Probability and Statistics
- General systems theory
- Operations Research

- Data Analysis
- Theoretical Foundations of Computer Science
- Simulation Modeling
- Enterprise Architecture
- Business Process Modeling
- IP Life Cycle Management
- Programming
- Database
- Computer Systems, Network and Telecommunications
- ICT Marketing and Sales Organization
- IT Service and Content Management
- E-Business
- Life safety
- Business Communication
- Production Company Management Information Systems
- IT Infrastructure of an Enterprise
- Object Oriented Analysis and Programming
- Distributed Systems
- IP Development Management
- Functional Programming and Intelligent System
- Information Security
- Multilingual Systems

LANGUAGE SKILLS

Mother tongue(s): Bengali

Other language(s):

English

LISTENING B2 **READING** C1 **WRITING** B2

SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C1

Russian

LISTENING C1 **READING** C1 **WRITING** B2

SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Adobe photoshop | HTML, CSS, Php | Databases | Data Visualization