



# Rubel Kanti Chakma

## Administrative Assistant

Administrative professional with over 6 years of experience in different organization provided administrative support to management team & company multiple activities, developed new policies, managed office supplies & office administration, travel arrangement, extensive knowledge with Ms office will be found valuable



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437/1, East Kazipara,  
Mirpur-10, Dhaka-1216



02 January, 1989

## SKILLS

Office Management

Problem Solving

MS Office

Communication

Team work

Time Management

Typing

## LANGUAGES

English

Professional working Proficiency

Bangla

Full Professional Proficiency

## TRAINING

**Computer Science  
Application (07/2014-  
10/2014, KC&N, Dhaka**

Ms Word, Ms Excel, Ms  
Power Point, Windows  
Operating System, Email &  
Internet Browsing

## EDUCATION

(i) **2008-2012**

**Bachelor of Business  
Administration (BBA)**

Atish Dipankar University of  
Science & Technology,  
Dhaka, Grade-3.71 (5.00),  
Major-Finance

(ii) **2005-2007**

**Higher Secondary  
Certificate (HSC)**

Rangamati Govt. College  
Grade-4.00  
Group- Business Studies

## PROFESSIONAL EXPERIENCE

### Administrative Assistant

Sinopec International Petroleum Service Corporation

01/2018 to Continuing

#### Responsibilities

- Providing day to day all administrative support services to the employees relating to safety, security, transport, housekeeping and hotel & air ticket booking.
- Drafting letter, different types of documents translation and submit to respective management and meeting arrangement with different clients.
- Preparing PO, quotation collection and maintaining regular communication with site staffs and vendors for delivering and payment related issues
- Strongly monitoring the staff attendance and leave records & maintaining long journey management sheet.
- Supervising & monitoring office cleaning, equipment repair & maintenances and all transports like driver log sheet & transport schedule.
- Documents filing & records and maintaining register-incoming/outgoing.
- Assisting to accounts department preparing voucher, bill checking and handling bank related issues.
- Assisting to maintain all contracts/documents and renewal within timeline

Contact: House-17, Road-03, DOHS Banani, Dhaka-1213

#### Achievements

- ✓ Developed new policies that ensured safety journey for all staffs
- ✓ Organized a Program Successfully on Technical Presentation at Ministry Office
- ✓ Saved time & money for the company
- ✓ Settled a dispute bill with supplier that recovered the company deposit money
- ✓ Been complimented by the Country Manager

### Admin and Accounts & Finance Officer

Bangladesh Institute of ICT in Development (BIID)

04/2015-09-2017

#### Responsibilities

- Providing all administrative and logistics support to activities, meetings, workshop and regular activities of the office (i.e. booking of venue, air ticket, accommodation, food, transports, training materials, etc)
- Preparing project based accounts and fund request and verifying expenditures as per project wise budgets and collect source documents.
- Preparing vouchers, petty cash, cash books, ledger, bank books, and financial reports through Tally ERP.9 software and salary disbursement.
- Preparing purchase order, quotation collection and service requests ensuring correct objects of expenditure and ensuring availability of funds.
- Maintaining liaison with development partners and sub-contractors on all types of financial matters and project related important documents, agreements and contracts.
- Maintaining district level and corporate staff daily attendance register, leave record, documents in/out register, stock registers maintain.
- Supervising the office cleaning, equipment repair and maintenance timely.
- Arrange replies to audit queries raised by external/internal auditors as well as initiate process settling audit observations, review and reports approval.

(iii) 2004-2005

**Secondary School  
Certificate (SSC)**

South Hali Shahar High  
School, Chittagong

Grade-3.56,

Group-Science

**INTERESTS**

Travelling

Blogging

Meeting New People

Volunteering

Chess

Contact: House-174, Road-2, DOHS Mohakhali, Dhaka-1212

**Achievements**

- ✓ Collected and approved most employee documents, such as travel expense report and time sheet
- ✓ Reorganized the various accounts report and submission to Project Office, USA
- ✓ Successfully organized the national symposium at KIB whereas guests were invited from abroad in Asian countries
- ✓ Developed new procedures like travelling & reports generation
- ✓ Negotiated a costs saving with supplier that reduce the office expense

**Executive Admin and Accounts**

Life Yard Links Ltd.

01/2013-03/-2015

**Responsibilities**

- ☐ Assisting to follow up and monitor timely submission of various departmental work plan and activity reports
- ☐ Monitoring staff attendance, leave records and making/answering phone calls
- ☐ Supervising the office cleanliness and maintaining assets management register
- ☐ Purchasing office stationary/supplies and equipment repair & maintenance
- ☐ Maintaining petty cash transaction and preparing periodic accounting records and salary disbursement.
- ☐ Checking all kinds of invoice, bill, vouchers, requisition slips prior to payment related & take approval from concern authority with supporting documents.
- ☐ Maintaining and preparing voucher, petty cash, cash book, ledger, bank book, bill registers related to accounts and finance
- ☐ Monitoring Accounts Payable / Receivable and reports overdue payments.

Contact: House-428, Lane-30, DOHS Mohakhali, Dhaka-1206

**Achievements**

- ✓ Developed policies that reduced the company overhead cost
- ✓ Developed new systems related to cash requisition/adjustment
- ✓ Become the trusted adviser of the Admin and Account Manager while working
- ✓ Stayed within budget for petty cash disbursement during job period

*Signature & Date*



2020/01/20