

Md. Rokibul Islam Anik

Finance & Management Trainee, TA, Community Volunteer

Experienced a demonstrated history of working in the glass, ceramics and concrete industry as finance and management trainee. Also vast experienced as a Teacher Assistant in most reputed university. Skilled in English as a Second Language (ESL), Analytical Skills, Certified in Microsoft Excel. Strong education professional with a Bachelor's degree focused in Accounting and Finance from North South University. Voluntarism experienced with Bangladesh Fire Service & Civil Defense and experienced as a safety measures.



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📅 17 January, 1995

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WORK EXPERIENCE

Finance & Management Trainee JMS Glass Industry

11/2018 – 06/2019

Motijee, Dhaka

Achievements/Tasks

- Assisted with account reviews and preparation for account reviews on the basis of financial needs. Assisted established management staff with operational oversight. Established open and professional relationships with team members. Obtained scanned records and uploaded into database. Evaluated supplies and product inventory to check for quality and quantity issues.

Contact: K.A.A. Md. Iqbal (Commercial Head)

Teacher Assistant North South University

09/2017 – Present

Bashundhara, Dhaka

Achievements/Tasks

- Supported instructor with test administration, curriculum development and assignment grading. Assessed student assignments to check quality and completeness and assign grades

Contact: Ms. Azreen Benazir Abdullah (Lecturer, Faculty Advisor of YEF) – azreen.benazir@northsouth.edu

Community Volunteer Bangladesh Fire Service & Civil Defence

02/2015 – Present

Bangladesh

Achievements/Tasks

- Assisted fire fighter in rescue missions in Bangladesh including fire safety, safety during air raids and any kind of disaster

EDUCATION

Bachelor of Business Administration North South University

06/2014 – 08/2019

2nd Division/ CGPA 2.70

Major

- Finance and Accounting

Higher School Certificate Dhaka City College

2010 – 2012

1st Division/ GPA 4.9

Field of Study

- Business Studies

Secondary School Certificate Sher-e-bangla Nagar Govt Boys High School

2001 – 2010

1st Division/ GPA 4.88

Field of Study

- Science

SEVERAL EXPERTISE

Public Speaking

SEO

Team Work & Cross Functional Team Leadership

Social Media Advertising & Communications

MS Office

Corporate & Project Finance

Cost & Managerial Accounting

MIS

Business Development/Analysis/Planning

Linux Operating System

Sales & Marketing

FEW SIGNIFICANT PROJECTS

Dhaka Security Exchange Commission
(06/2018 – 08/2018)

- Stock Evaluation

Aamra Technologies Ltd. (08/2017 – 10/2017)

- The HRM issues of an organization

Nitol Niloy Group Ltd. (01/2018 – 02/2018)

- Organizational Behavior

Banglalink (03/2018 – 04/2018)

- Operational management

Partex Group Ltd. (08/2018 – 09/2018)

- Strategic management of an organization

CERTIFICATES

Microsoft office Excel (10/2018 – 03/2019)

By North South University

Fire Safety Manager (05/2019 – Present)

By Bangladesh Fire Service & Civil Defence

Community Volunteer (02/2015 – Present)

By Bangladesh Fire Service & Civil Defence

LANGUAGES

Bangla

Full Professional Proficiency

English

Full Professional Proficiency