

Rakib U Khan

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Educational Background

HUNTER COLLEGE, *NEW YORK, NY*

Class of 2020, Bachelor of Computer Science,
Major: Computer Science

Technical Skills

- Has complete knowledge of Python, JAVA, and SQL programing language.
- Excellent communication skills, and ability to present complex information in an easy to understand format.

Professional Experience

First franchisee Inc.
Bronx, NY

Office Assistant Manager
June, 2017 - Present

Job Responsibilities:

- Maintain database of vendor accounts by reconciling weekly statements and related transactions; collecting W9s from new employees; scheduling and preparing payroll; resolving invoice or payment discrepancies; insuring credit is received for outstanding memos; issuing stop-payments
- Liaise with General Managers and Vendors as first point of contact for all sales reporting and accounts receivable needs
- Manage the Daily Sales Summaries process
- Assist with monthly reconciliations and end of period financial statement preparation
- Maintain expense management software user database, process and post monthly expense report journal entries, reconcile credit card statements to general ledger liability account

Guidy LLC.
Manhattan, NY

Accountant Associate
Oct, 2016 - May, 2017

Job Responsibilities:

- Set up billing schedules, monthly reconciliation of company accounts.
- Worked with consolidation department on discrepancies, journal and ledger entries.
- Using computerized system produce and compile profit and loss reporting.
- Tax preparation – individual, partnership, corporate.
- QuickBooks: set up and moddify for clients.
- Doing internal audit.

Edward M. Kennedy Center (EMK center)
Dhaka, Bangladesh

Volunteering job
July, 2013 - June, 2014

Job Responsibilities:

- Organize different national and international festivals
- Help people to protect their intellectual property
- Organize musical concerts
- Help international researchers to collect data from local area

iEARN-BD(International Education and Resource Network- Bangladesh).
Dhaka, Bangladesh

Organizer
Feb, 2013 - July, 2013

Job Responsibilities:

- Learn about Social Media and teach other's about it.
- Organize and plan meeting with minimum 20 new young social media user every month.
- Doing research about using social media in different way in our life.

References available upon request