## **Curriculum Vitae**

# Md. Rakib Hasan

**Address:** 28/8, Bank Town, Savar, Dhaka **Email:** rakibshanto96@gmail.com

Phone: (880) 1816 698098

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Portfolio: rakibshanto96.github.io



### **Professional Experience**

#### Account Officer - FCS Mart BD

Jan 2024 - Present

- Maintain accurate financial records, including accounts payable and receivable, to ensure all transactions are properly documented.
- · Assist in monitoring budgets to ensure the company's spending aligns with projected costs.
- Generate, issue, and track invoices to clients, ensuring timely payments and following up on overdue accounts.
- · Manage payroll for employees, ensuring timely and accurate payment, including bonuses and overtime.

## IT Officer – GroupTex Wear House Ltd.

Jan 2023 - Dec 2023

- Maintain of office LAN, workstations and other IT equipment's. Configure and test computer hardware, networking software and operating system.
- Hardware maintenance and troubleshoot networking problem. Diagnose hardware and software problems, and replace defective components.
- Perform data backups and disaster recovery operations.
   Maintain CCTV security System at factory premises
- IT Support at user end as per requirements.

## Executive - FCS Mart BD

Jan 2021 – Dec 2021

- Ensured efficiency in manufacturing, quality control, and delivery processes.
- Worked closely with production teams to meet targets and uphold quality standards.
- Took charge of the supply chain, including sourcing raw materials, negotiating with suppliers, and ensuring timely
  deliveries.
- Established and upheld quality control measures to guarantee that garments meet or surpass industry standards.

## Website Administrator – FCS Mart BD

Jan 2021 - Dec 2021

- Managed and optimized the company's WooCommerce website, resulting in an 11.4% increase in website traffic.
- Implemented software updates and performance optimizations, enhancing website speed by 1.36 times.
- Led redesign and rebuilding of the company's WooCommerce website as necessary.

## **Coursework Experience**

## Front-end Development Libraries – freeCodeCamp

2023

- Mastered industry-leading front-end libraries, including React and Redux.
- Proficient in efficient website styling using Bootstrap and Sass.
- Developed single-page applications (SPAs).

#### **Projects and Certification:**

https://www.freecodecamp.org/certification/n00bRKB/front-end-development-libraries.

• Applied JavaScript to create interactive web pages and learned key concepts such as Object Oriented Programming (OOP) and Functional Programming (FP).

#### **Projects and Certification:**

https://www.freecodecamp.org/certification/n00bRKB/javascript-algorithms-and-data-structures

## Responsive Web Design – freeCodeCamp

2023

Proficient in HTML and CSS, and developed responsive web pages.

#### **Projects and Certification:**

• https://www.freecodecamp.org/certification/n00bRKB/responsive-web-design

#### **Education**

SI No.	Name of Examination	Board/Institute	Group/Major	Result
1	Secondary School Certificate (SSC)	Dhaka	Science	GPA 5.00 out of 5.00
2	Higher Secondary School Certificate (HSC)	Dhaka	Science	GPA 5.00 out of 5.00
3	Bachelor of Science	Institute of Science and Technology (Affiliated with NU)	Electronics and Communication Engineering	CGPA 3.15 out of 4.00

#### **Skills**

#### **Software & Tools**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Photoshop
- Adobe Illustrator

## **Programming Languages**

- C/C++
- HTML5
- CSS3
- JavaScript

## Languages

- Bengali
- English
- Hindi
- Urdu

## Interests

- Tinkering with Android devices, changing the OS of Android devices.
- Repairing or modifying electronic devices.
- Learning about new tech.
- Playing video games
- Travelling

## **Personal Details**

Father's Name: Md. Rabiul Islam Mother's name: Zinnat Ara Begum Date of Birth: September 3, 1998

Blood Group: O +ve Gender: Male NID: 600 509 6000 Nationality: Bangladeshi Marital Status: Married

Religion: Islam

**Present Address:** 28/8, Bank Town, Savar, Dhaka **Permanent Address:** 28/8, Bank Town, Savar, Dhaka