ABDUR RAHMAN ROKY

Date of birth: 17 Mar 2000 | **Nationality:** Bangladeshi | **Gender:** Male |

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ABOUT ME

Results-driven finance professional with a strong background in accounts management. Dedicated to optimizing financial processes and driving efficiency. Seeking a challenging role where I can utilize my skills to contribute to organizational growth and success.

A dynamic travel enthusiast with a passion for creating unforgettable experiences. Experienced in customer service and adept at navigating booking systems. Eager to contribute to a thriving travel agency and help clients embark on their dream adventures.

EDUCATION AND TRAINING

1 AUG 2021 – CURRENT Dhaka-1213, Bangladesh
COMPUTER SCIENCE AND ENGINEERING University Of Scholar's

Address 40, Kemal Ataturk Ave, Banani, Dhaka-1213, Bangladesh | **Website** https://ius.edu.bd/

1 OCT 2021 – 1 AUG 2023 Bangladesh
FULL-STACK WEB DEVELOPMENT WsCube Tech

1. **Full-Stack Web Development Bootcamp**
   a. *[Wscube.com], [2023 Year]*
      i. Covered topics including front-end technologies (HTML, CSS, JavaScript) and back-end technologies (Node.js, Django, SQL).
2. **Advanced JavaScript Training**
   a. *[Wscube.com], [20221 Year]*
      i. In-depth training on JavaScript frameworks such as React.js as well as modern ES6+ features.
3. **Python for Web Development Course**
   a. *[Wscube.com], [2023Year]*
      i. A comprehensive course covering Python programming language and its applications in web development, including Django and Flask frameworks.
4. **Database Management Training**
   a. *[University of Scholars], [2022 Year]*
      i. Hands-on experience with SQL and NoSQL databases, including MySQL, PostgreSQL, MongoDB, and Oracle.
5. **IUS Software Development Workshop**
   a. *[University of Scholars], [2023Year]*
      i. Practical training in IUS methodologies and project management practices for software development projects.

Website https://www.wscubetech.com/

20 OCT 2022 – 1 OCT 2023
ETHICAL HACKING CERTIFICATION WsCube Tech

1. Completed comprehensive training in ethical hacking techniques, methodologies, and tools.
2. Covered topics including penetration testing, network security, cryptography, and vulnerability assessment.
3. Hands-on experience with popular ethical hacking tools and platforms.
4. Demonstrated proficiency in identifying security vulnerabilities and implementing effective countermeasures.

Website https://www.wscubetech.com/

Dhaka, Bangladesh
ACCOUNTING TRAINING PROGRAM University Of Scholar's

1. Completed a comprehensive training program covering fundamental accounting principles and practices.
2. Developed proficiency in financial statement analysis, budgeting, and forecasting.
3. Hands-on experience with accounting software such as QuickBooks or Sage.
4. Familiarity with regulatory compliance and auditing procedures.
5. Demonstrated ability to effectively manage financial records and perform reconciliations.

WORK EXPERIENCE

1 OCT 2021 – 1 JUN 2022 Dhaka, Bangladesh
BID INTERNATIONAL VISA PROCESSING ASSOCIATE B2B BUSINESS TRAVEL AGENCY

1. Visa Processing and Documentation:
  • Understanding and navigating the visa application process.
  • Ensuring accurate and complete documentation for visa submissions.
2. Customer Service:
  • Providing excellent customer service to clients seeking visa assistance.
  • Handling inquiries, addressing concerns, and guiding clients through the visa application process.
3. International Travel Knowledge:
  • Familiarity with international travel regulations and requirements.
  • Staying updated on changes in visa policies and entry requirements for various countries.
4. Communication Skills:
  • Clear and effective communication with clients, colleagues, and relevant authorities.
  • Ability to convey complex visa information straightforwardly.

1 JUN 2022 – CURRENT Dhaka, Bangladesh
STANDARD PETROLEUM LTD. HEAD OF ACCOUNTS

1. **Accounting**
  • Completed a comprehensive training program covering fundamental accounting principles and practices.
  • Developed proficiency in financial statement analysis, budgeting, and forecasting.
  • Hands-on experience with accounting software such as Tally Prime.
  • Familiarity with regulatory compliance and auditing procedures.
  • Demonstrated ability to effectively manage financial records and perform reconciliations.

LANGUAGE SKILLS

Mother tongue(s): **BANGLA**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A2	B1	A2	A2	B1

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

DIGITAL SKILLS

Microsoft Office | Social Media including Facebook , WhatsApp and Twitter | market understanding