

RAKIBUL ISLAM SARKAR

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SUMMARY

Financial Document Controller with 2 years of experience in document control and Computer operator data entry. Skilled in Microsoft Office Word, database management, and networking. At Unilever, efficiently managed computer systems and performed basic network administration tasks, resulting in improved system accuracy and accountability. At Adnoc, demonstrated expertise in data processing and verification, leading to accurate and complete documentation. Looking for a Financial Document Controller position at a company where I can apply my document control and data entry skills to support operational efficiency and accuracy.

EDUCATION

- Bachelor Degree**
Govt Hazi Mohammad Mohsin College
01/2019 - Present
- Higher Secondary Degree Certificate**
Lakhpur Shimulia College
01/2017 - 12/2018
- Secondary School Certificate**
Lakhpur Shimulia School
01/2011 - 12/2016

CERTIFICATE

Computer since
Bangladesh Govt ICT Division

EXPERIENCE

- Financial Document Controller**
Unilever
2021 - 01/2023 Bangladesh
 - Manage and oversee the documentation process, ensuring accuracy and compliance with financial regulations.
 - Develop and implement document control procedures to streamline processes, resulting in a 20% increase in efficiency.
 - Coordinate with finance and accounting teams to organize, verify, and maintain financial records and reports.
 - Conduct regular audits to guarantee the integrity and security of financial documents.
 - Collaborate with cross-functional teams to ensure adherence to document control policies and standards.
- Computer operator**
Adnoc
05/2023 - 12/2023 Abu Dhabi
 - Create notes of tasks, files, and progress
 - Obtain further information for documents that are deemed incomplete
 - Survey reports and sheets of data
 - Correct, verify, and delete non-required data
 - Combine data from sever different sources
 - Transfer data from paper formats to computer files or database systems utilizing keyboards, data recorders, or optical scanners
 - Compare data to source documents to ensure accuracy

LANGUAGES

English	Proficient	●●●●●
Hindi	Native	●●●●●
Arabic	Intermediate	●●●●●
Bangla	Native	●●●●●

PERSONAL INFORMATION

Name : Rakibul islam Sarkar
Birthday : 05/03/2001
Nationality : Bangladesh
Living : Abu Dhabi City
Visa Status : Employment

SKILLS

- Microsoft Office word
- Microsoft Excel
- Management Experience
- Document Control
- Data entry Data processing
- Database Management
- Networking
- Customer service support
- Helpdesk management
- Strong communication skills

INDUSTRY EXPERTISE

Financial Document Controller

MY TIME

