



Md. Abdur Rahman

Assistant IT Officer

Career Objective

To build a successful banking career by utilizing analytical, communication, and customer service skills, delivering ethical financial services, enhancing professional expertise, and contributing to organizational growth and customer satisfaction.

Career Summary

A highly motivated and dedicated graduate seeking to begin a career in the banking sector. Possess strong analytical, problem-solving, and interpersonal skills with a solid understanding of banking principles. Eager to contribute to organizational success while continuously developing professional knowledge and expertise.

Experience

RETINA

Assistant IT Officer

(01 Feb, 2026 - Continuing)

31/A, Farmgate, Dhaka

- **Graphic Design:** Skilled in Adobe Photoshop and Illustrator to create high-quality graphics and visual content.
- **IT Support:** Experienced in computer setup, software installation, and efficient internet research to solve technical issues.
- **Technical Communication:** Strong analytical, writing, and communication skills to effectively translate complex information.
- **Professional Interpersonal Skills:** Credible and integrity-driven professional with strong listening, relationship-building, and workplace adaptability.

FOCUS

Assistant IT Officer (1 year)

(01 Jan 2025 - 31 Jan 2026)

Farmgate, Dhaka

Contact

- ☎ +8801580-528609
- ✉ md.abdur.rahman.career@gmail.com
- 📍 31/A, Farmgate, Dhaka

Language

- ✓ Bangla
- ✓ English
- ✓ Hindi (basic)

Skills Summary

- ✓ Banking Domain & Financial Operations
- ✓ IT, MS Office & Data Management
- ✓ Customer Relationship & Communication
- ✓ Professional Ethics & Career Goal

Expertise

Banking
Operations

IT & Data
Management

Technical Skills

- Banking Systems & IT Support
- Financial Data & Ledger Management
- Banking Operations & Documentation
- Digital Media & Financial Design

Core Capabilities

- Knowledge of retail, SME, and general banking services with expertise in accurate financial record-keeping and data handling.
- Experience in computer setup, software installation, system maintenance, and network troubleshooting to ensure seamless operations.
- Advanced skills in MS Office Suite (Excel, Word, PowerPoint) for compiling reports, structuring analytical data, and workflow efficiency.
- Proven customer care and interpersonal skills to build strong client relations, resolve inquiries, and convey technical details clearly.
- Proficiency in Adobe Photoshop and Illustrator to design engaging graphic assets, promotional materials, and official banking media.

Skills

- Banks & Financial
- Retail Banking
- Financial/ Banking service
- Customer Care
- Banking
- SME Banking
- Financial Record Keeping
- Customer Relationship
- Microsoft Office
- Adobe Illustrator & Photoshop

Reference

Name : MD. HARUNOR RASHIDDR
Organization : RETINA
Designation : Head of R&D
Address : 31/A, Farmgate, Dhaka
Mobile : 01777900720
Email : hrpiyas@gmail.com

Education Qualification

Master of Business Administration (MBA) | 2023
Government Azizul Haque College, Bogura
Subject: Finance & Banking
CGPA: Result Awaited

Bachelor of Business Administration (BBA) | 2022
Government Azizul Haque College, Bogura
Subject: Finance & Banking
CGPA: 3.07 (out of 4.00)

Higher Secondary School Certificate (HSC) | 2018
Jaldhaka Business Management Institute
Group: Business Studies
GPA: 4.92 (out of 5.00)

Secondary School Certificate (S.S.C) | 2016
Sonakhuli Hazi Jaharatullah High School
Group: Humanities
GPA: 3.78 (out of 5.00)

Professional Qualification

Information & Communications Technology | 2025
Dr. M. Mizanur Rahman Professional College
CGPA: 3.76 (out of 4.00)

Computer Office Application (76) | 2016
Computer Science & Training Institute
GPA: 5.00 (out of 5.00)

Personal Details

Name : Md. Abdur Rahman
Father's Name : Md. Abdul Mannan
Mother's Name : Mst. Rahila Begum
Date of Birth : 07 Oct, 2001
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 4211949120
Religion : Islam
Permanent Address : Dokkhin Sonakhuli, Dimla-Nilphamari
Current Location : 31/A, Farmgate, Dhaka
Blood Group : A-

Declaration

I hereby declare that all the information provided above is true to the best of my knowledge and belief.

Sincerely



(Signature)