

## MD. AISHIKUR RAHMAN

Administrative Assistant | Accounts Assistant | Data Entry Specialist  
Office Assistant Cum-Computer Operator

📍 Dhaka, Bangladesh | 📞 +8801518404428 | ✉️ [ashikur1995@gmail.com](mailto:ashikur1995@gmail.com)

🌐 **Portfolio:** [mdaishikurrahman.github.io/md-aishikur-rahman-portfolio](https://mdaishikurrahman.github.io/md-aishikur-rahman-portfolio)

🔗 **LinkedIn:** <https://www.linkedin.com/in/ashikur-rahman-admin/>



### Professional Summary

Results-driven Administrative and Accounts professional with 4+ years of experience supporting government offices and infrastructure projects. Skilled in office administration, bookkeeping support, accounts assistance, data entry, invoice processing, payment processing, financial records, document management, and reporting. Proficient in Microsoft Office, Google Workspace, AI productivity tools, and remote collaboration platforms. Also skilled in front-end web development using HTML, CSS, JavaScript, and Bootstrap. Recognized for accuracy, confidentiality, attention to detail, and strong organizational skills.

### Core Competencies

Office Administration • Administrative Support • Bookkeeping • Accounts Assistance • Data Entry & Data Verification • Invoice Processing • Payment Processing • Financial Record Management • Spreadsheet Management • Report Preparation • Document Control & Record Management • File Management • Customer Service • Email Management • Web Research • Online Research • Microsoft Office • Google Workspace • HTML5 • CSS3 • JavaScript • Canva • Adobe Photoshop • AI Productivity Tools • Communication Skills • Organizational Skills • Time Management • Multitasking • Problem Solving • Attention to Detail • Confidentiality

### Professional Experience

Office Assistant cum Computer Operator  
Dhaka Mass Transit Company Limited (DMTCL)  
Dhaka, Bangladesh | Aug 2022 – Present  
MRT Line-5 South Project (Government Project)

#### Key Responsibilities:

- 👉 Provided administrative and operational support for MRT Line-5 South Project activities.
- 👉 Prepared official letters, reports, spreadsheets, and project documentation.
- 👉 Maintained digital and physical records while ensuring document control and record management.
- 👉 Performed accurate data entry and maintained project databases using Microsoft Excel.
- 👉 Coordinated meetings, correspondence, and office communications.
- 👉 Prepared reports, spreadsheets, and official documents using Microsoft Excel, Word, and PowerPoint.
- 👉 Maintained confidentiality of project information and official records.
- 👉 Completed assigned tasks within deadlines while ensuring accuracy and compliance.

Account Assistant  
Radisson Digital Technologies Limited  
Client: Dhaka Mass Transit Company Limited (DMTCL) – MRT Line-5 Project  
Dhaka, Bangladesh | Sep 2021 – Jul 2022

#### Key Responsibilities:

- 👉 Processed budgets, invoices, bills, and payment vouchers in compliance with organizational procedures.
- 👉 Supported Accounts Payable (AP) activities, including invoice verification and payment documentation.
- 👉 Maintained accounting records, financial documents, and supporting documentation.
- 👉 Performed account reconciliation, financial data reconciliation, and financial record updates.
- 👉 Prepared financial reports, spreadsheets, and payment summaries using Microsoft Excel.
- 👉 Assisted with payment processing, document validation, and financial compliance.
- 👉 Maintained confidentiality, accuracy, and integrity of financial records while supporting daily accounting operations.

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Owner & Computer Operator  
Ashik Computer & Multimedia  
Meherpur, Bangladesh | Jan 2021 – Aug 2021

**Key Responsibilities:**

- ☞ Managed daily business operations, customer service, and office administration.
- ☞ Prepared official documents, agreements, affidavits, and business correspondence.
- ☞ Processed **online applications** for National ID (NID), educational admissions, government services, and loan applications.
- ☞ Assisted clients with **deeds, legal documentation, and document preparation**.
- ☞ Performed accurate **English and Bangla typing**, data entry, and PDF conversion.
- ☞ Designed documents, graphics, and promotional materials using **Adobe Photoshop** and **Canva**.
- ☞ Managed printing, scanning, photocopying, and digital file management.
- ☞ Maintained customer records and ensured timely service delivery.

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Computer Operator  
District Accounts & Finance Officer's Office  
Meherpur, Bangladesh | May 2020 – Dec 2020

**Key Responsibilities:**

- ☞ Performed accurate data entry, data verification, and record management for government records.
- ☞ Maintained digital and physical files, official records, and administrative documents.
- ☞ Prepared reports, spreadsheets, and presentations using Microsoft Excel, Word, and PowerPoint.
- ☞ Scanned, printed, photocopied, laminated, and organized official documents.
- ☞ Typed Bangla, English, and mathematical documents with a high level of accuracy.
- ☞ Assisted with document processing, office administration, and daily administrative operations.
- ☞ Ensured the confidentiality, accuracy, and integrity of government records and official documents.

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Data Entry Operator  
District Election Office, Meherpur  
Government Project | Aug 2017 – Oct 2019

**Projects:**

- Voter List with Photo Update Program – 2017
- Smart National Identity (NID) Card Distribution Program – 2017
- Voter List with Photo Update Program – 2019

**Key Responsibilities:**

- ☞ Performed high-volume data entry and data verification for voter registration and National ID (NID) records.
- ☞ Verified, updated, and maintained official voter and citizen records with accuracy.
- ☞ Managed digital databases, physical records, and confidential government documents.
- ☞ Prepared reports and maintained data using Microsoft Excel and other office applications.
- ☞ Assisted with document processing, file management, and daily administrative operations.
- ☞ Ensured the accuracy, confidentiality, and integrity of government records.
- ☞ Coordinated with project staff to complete assigned tasks within project deadlines.

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Computer Operator  
S.S. Photostat & Computer  
Meherpur, Bangladesh | Nov 2011 – Dec 2016

**Key Responsibilities:**

- ☞ Prepared official applications, resumes (CVs), cover letters, and business correspondence.
  - ☞ Performed accurate English, Bangla, and mathematical typing.
  - ☞ Managed email creation, formatting, and document submission for clients.
  - ☞ Provided document preparation, printing, scanning, photocopying, laminating, and bookbinding services.
  - ☞ Assisted customers with document formatting, PDF conversion, and office documentation.
  - ☞ Maintained customer records and delivered administrative support with accuracy and confidentiality.
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## Education

### Bachelor of Social Science (B.S.S.) (Honours) in Economics

Meherpur Government College  
National University, Bangladesh  
Result: **Second Class**

### Higher Secondary Certificate (HSC) in Agro Machinery

Meherpur Government Technical School & College  
Bangladesh Technical Education Board (BTEB), Bangladesh  
Result: **First Class**

### Secondary School Certificate (SSC) in Farm Machinery

Meherpur Government Technical School & College  
Bangladesh Technical Education Board (BTEB), Bangladesh  
Result: **First Class**

## Professional Certifications & Training

### ☞ Computer Application Training (6 Months)

- **Key Skills:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Adobe Photoshop, Online Marketing

### ☞ Web Design & Development Training (50 Days)

- **Technologies:** HTML5, CSS3, JavaScript, jQuery, Bootstrap, Responsive Web Design

### ☞ Office Management System (3 Day)

- **Topics Covered:** Office Administration, Office & File Management, Bangladesh Service Rules & Official Secrets Act, 1923.

### ☞ D-File (Digital File) Management

- **Skills:** Digital File Management, Electronic Document Processing, Government e-Office System

### ☞ Orientation Training (7 Days)

- **Topics Covered:** Organizational Policies, Professional Ethics, Workplace Communication, Administrative Procedures

## Languages

☞ Bangla – Native

☞ English – Professional Working Proficiency (Written & Spoken)

## TECHNICAL SKILLS

☞ **Microsoft Office:** Microsoft Excel (Advanced), Microsoft Word, Microsoft PowerPoint (Presentation Design), Microsoft Outlook

☞ **Administrative & Accounting:** Office Administration, Administrative Support, Accounts Payable (AP) Support, Accounts Receivable (AR) Support, Invoice Processing, Invoice Verification, Payment Processing, Payment Voucher Management, Budget Documentation, Bank Reconciliation, Account Reconciliation, Financial Data Reconciliation, Financial Record Management, Financial Compliance, Spreadsheet Management, Data Accuracy Checks, Data Entry, Data Verification, Document Control & Record Management, Record Keeping, File Management, Report Preparation, Email Management

☞ **Google Workspace:** Google Docs, Google Sheets, Google Drive, Gmail

☞ **Communication & Collaboration:** Microsoft Teams, Zoom, Google Meet, Skype, WhatsApp Business, Email Communication, Virtual Collaboration

☞ **Web & Design:** • HTML5 • CSS3 • JavaScript • jQuery • Bootstrap • Responsive Web Design • PSD to HTML Conversion • Website Development • Website Maintenance • GitHub • Canva • Adobe Photoshop.

☞ **AI & Productivity:** ChatGPT, Microsoft Copilot, Google Gemini, AI Productivity Tools, Web Research, Online Research, Search Evaluation, Online Data Validation

☞ **Accounting Software:** QuickBooks Online (Basic), QuickBooks Desktop (Basic), Xero (Basic), Zoho Books (Basic), Wave Accounting (Basic)

☞ **Typing Speed:** English – 50 WPM | Bangla – 45 WPM