



NELSON BAROI

Date of birth: 08/01/1995 | **Nationality:** Bangladeshi | **Phone number:**

(+880) 1786068822 (Mobile) | **Email address:** nelson6114007@gmail.com |

Address: 5-22, AMT City, Char Shahpur, Ishwardi, 6620, Pabna, Bangladesh (Home)

WORK EXPERIENCE

09/02/2024 – CURRENT Rooppur, Pabna, Bangladesh

DIRECTOR OF THE BRANCH IN BANGLADESH AMT ENGINEERING JSC

- Preparation of monthly and yearly budgets for the Branch.
- Execution of contract signings and agreements.
- Opening, maintenance, and closure of Branch accounts.
- Authorization of financial and associated documents for the Branch.
- Negotiation and endorsement of all essential documents to support Branch operations.
- Compilation, signing, and submission of all reports.
- Recruitment or termination of Branch employees.
- Timely administration of employee insurance.
- Representation of the Company in legal proceedings.
- Development and implementation of strategies to uphold occupational safety and health standards.

Business or Sector Construction | **Department** Rooppur Nuclear Powerplant | **Email** info@atom-alliance.com |

Website <https://atom-alliance.com/en>

01/2019 – 08/02/2024 Rooppur, Pabna, Bangladesh

SENIOR ADMINISTRATOR AMT ENGINEERING JSC

- Information Management: Provided essential information to project management and company staff.
- Access Control: Monitored and managed employee, vehicle, and transportation access.
- Financial Reports: Assisted in generating accurate financial transaction reports.
- Colleague Support: Offered assistance to colleagues, enhancing overall performance.
- Financial Management: Oversaw company payments, including cash and electronic transactions.
- Procurement: Sourced construction materials for seamless operations.
- Payroll Management: Calculated and disbursed employee salaries accurately.
- Consultative Support: Provided valuable advice to employees on-site and in camps.
- Time Management: Maintained precise timekeeping records for projects.
- Budgeting: Prepared and managed monthly branch budgets.
- Logistics: Planned and controlled logistics processes effectively.
- Accounting Liaison: Maintained communication with accounting departments.
- Document Preparation: Prepared project letters and translations proficiently.
- Payment Registers: Skillfully prepared and reviewed payment registers.
- Bank Communication: Managed effective communication with banks.
- Transport Management: Organized transportation processes meticulously.
- Personnel Management: Oversaw hiring, contracts, training, and dismissals.
- Relationship Management: Proactively fostered productive employee relationships and resolved conflicts.

Business or Sector Construction | **Department** Rooppur Nuclear Powerplant | **Email** info@atom-alliance.com |

Website <https://atom-alliance.com/en/>

28/01/2019 – 07/01/2022 Pabna, Bangladesh

PROCUREMENT MANAGER LLC "FREYSSINET"

- As part of job in AMT engineering:
Overseeing all procurement activities for Freyssinet in Bangladesh ensuring efficient and effective procurement processes.

Business or Sector Construction | **Department** Rooppur Nuclear Powerplant |

Email nikita.nesterenko@freyssinet.com | **Website** <https://www.freyssinet.com/>

08/01/2022 – CURRENT Pabna, Bangladesh

ADMINISTRATIVE STAFF LLC "FREYSSINET"

- As part of job in AMT engineering:
Providing administrative support to Freyssinet maintaining a positive working environment.
Navigation through administrative challenges, ensuring seamless operations within the project team

Business or Sector Construction | **Department** Rooppur Nuclear Powerplant |

Email nikita.nesterenko@freyssinet.com | **Website** <https://www.freyssinet.com/>

● EDUCATION AND TRAINING

26/07/2011 Dhaka, Bangladesh

HIGHER SECONDARY CERTIFICATE EXAMINATION Notre Dame College,

- Bangla
- English
- Commercial Geography
- Principles of Business
- Accounting
- Computer Studies

Website www.ndc.edu.bd | **Field of study** Business Studies | **Final grade** GPA 4.80/5.00 | **Level in EQF** EQF level 3

22/05/2009 Rangamati, Bangladesh

SECONDARY SCHOOL CERTIFICATE EXAMINATION Karnaphuli Paper Mill's High School and College

- Bengali
- English
- Mathematics
- General Science
- Religion (Christian)
- Accounting
- Introduction to Business
- Commercial Geography

Website <https://www.sohopathi.com/karnaphuli-paper-mills-high-school-college/> | **Field of study** Business Studies |

Final grade GPA 4.50/5.00 | **Level in EQF** EQF level 2

31/08/2014 – 27/06/2018 Elista, Republic of Kalmykia, Russia

BACHELOR OF BUSINESS INFORMATICS Kalmyk State University named after B.B. Gorodovikov

- Macroeconomics
- Microeconomics
- Company economics
- Management
- Econometrics
- Business Accounting and Managing Accounts
- Information Law
- Theory of Industrial Markets
- Mathematical Analysis

- Discrete Mathematics
- Differential Equations
- Linear Algebra
- Theory of Probability and Statistics
- General systems theory
- Operations Research
- Data Analysis
- Theoretical Foundations of Computer Science
- Simulation Modeling
- Enterprise Architecture
- Business Process Modeling
- IP Life Cycle Management
- Programming
- Database
- Computer Systems, Network and Telecommunications
- ICT Marketing and Sales Organization
- IT Service and Content Management
- E-Business
- Life safety
- Business Communication
- Production Company Management Information Systems
- IT Infrastructure of an Enterprise
- Object Oriented Analysis and Programming
- Distributed Systems
- IP Development Management
- Functional Programming and Intelligent System
- Information Security
- Multilingual Systems

Address Ulitsa Pushkina, 11, Elista, Republic of Kalmykia, 358000, Elista, Republic of Kalmykia, Russia |

Website www.kalmgu.ru | **Level in EQF** EQF level 6 | **Type of credits** ECTS | **Number of credits** 240 |

Thesis Use of Computer Technology for Intensification of Business Processes in the Field of Forecasting

● LANGUAGE SKILLS

Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	C1	C1	C1	B2
RUSSIAN	C1	C1	C1	C1	B2

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

● DIGITAL SKILLS

Microsoft Office | Adobe photoshop | HTML, CSS, Php | Databases | Data Visualization