



FAZLEY RABBY

✉ rabbylee514@gmail.com

📞 01878941024

🏠 Khilgaon, dhaka, 1219 Dhaka

📅 26 February 1998

📍 Dhaka

🚗 DM125231NP061

♂ Male

🇬🇧 Bangladeshi

👤 Unmarried

SKILLS

Office administration & documentation

MS Word, Excel & Email communication

Record keeping and file management

Team coordination and supervision

Basic report preparation

Exclusively strategy planning

LANGUAGES

English

Bengali

PROFILE

I want to do something productive with my life through this opportunity to work in an organization. I want to build my own ability in every aspects.

EDUCATION

Bachelor of arts in English

Apr 2018 - Apr 2024

National university, Dhaka

Graduation completion was delayed due to the COVID-19 pandemic.

Hsc

Feb 2015 - Feb 2017

Khilgaon ideal college, Dhaka

Subject : commerce

Ssc

Jan 2015

Khilgaon ideal school, Dhaka

Subject : commerce

EMPLOYMENT

Co-manager

Arabian kabab house, Dhaka

- Supervised and mentored junior staff.
- Co-managed daily operations.
- Maintained shops most of the bills.

■ Volunteering

- Supervised and coordinated daily staff activities
- Managed daily operational records and bill tracking
- Assisted in inventory monitoring and supply coordination
- Handled customer service and resolved operational issues

- From packaging to delivery facilities, everything was done by me.
- Had to ensure that previous customer knows new offers
- Had to handle the objections of the customers and delivery man when customer doesn't receive the product.
- Managed customer communication and order confirmation
- Maintained customer records and updated order information
- Handled customer complaints and provided problem resolution support

Did survey in an area for 7 days in the project named jonoshumari and grihgonona project 2022

- Fire service volunteer
- Campus ambassador at NUSDF

Basic skill in Ms excel