

RAKIBUL HASAN SAIM

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Focused on applying academic knowledge and practical training in business administration to support organizational efficiency through accurate documentation, data management, and collaborative teamwork. Brings hands-on experience in office applications, event coordination, and creative problem-solving to contribute effectively within a dynamic professional environment.



AREAS OF EXPERTISE

- Business Documentation & Data Entry
- Event Planning & Community Engagement
- Microsoft Office Suite & Google workspace
- Basic Computer Troubleshooting
- Digital Record Keeping & File Management
- Team Collaboration & Sportsmanship
- Time Management & Task Prioritization
- Leadership Support & Club Coordination
- Accounting Fundamentals & Financial Reporting
- Creative Content Design & Visual Communication
- Typing Accuracy & Speed (High WPM)
- Email Communication & Internet Browsing
- Workshop & Seminar Participation
- Problem Solving & Critical Thinking
- Adaptability & Continuous Learning
- Communication & Presentation Skills

ACADEMIC QUALIFICATIONS

- **BBA in Accounting**
Sitakunda University College | **CGPA:** 3.23 (Out of 4.00) **2022**
- **HSC in Business Studies**
Sitakunda Degree College | **GPA:** 3.42 (Out of 5.00) **2018**
- **SSC in Business Studies**
Mahamudabad High School | **GPA:** 3.83 (Out of 5.00) **2016**

TRAINING CERTIFICATIONS

Computer Office Application

Computer Park & IT Institute, BTEB

Jul. 2016 – Dec. 2016

- Proficient in Microsoft Word, Excel, and PowerPoint for documentation and reporting tasks.
- I am skilled in typing and data entry with high accuracy and speed.
- Gained hands-on experience in basic computer troubleshooting and file system management.
- Familiar with email communication, web browsing, and online research.
- Trained in digital documentation, formatting, and record-keeping practices.

EXTRACURRICULAR ACTIVITIES

Member

University of Business Club

- Attended 10+ workshops on entrepreneurship, leadership, and business strategy.
- Organized 5+ charity events, boosting community engagement by 30%.
- Represented university sports teams, securing 2 podium finishes in football and cricket.
- Designed 15+ event materials, enhancing engagement and visual impact by 40%.

LANGUAGES PROFICIENCY

- **Bengali** – Native | **English** – Professionally Working Proficiency

PERSONAL INFORMATION

- **Date of Birth:** 23rd December 2000 | **NID No:** 6008411669
- **Permanent Address:** C/O Abbas Bhuiyan Bari, South Muradpur, Sitakunda, Chattogram – 4310