

RABBI SHEIKH

Office Executive | Computer Instructor | Data Entry & MIS Support.

Phone : +8801729-602450

Email : sheikhrabbi900@gmail.com

Location : Lohagara, Narail, Bangladesh.

CAREER OBJECTIVE

To work in a position that challenges me to develop my skills, build professional experience and contribute meaningfully to the team and organization.

WORK EXPERIENCE

Computer Instructor – Khan Computer's Narail (Apr 2024 – Jul 2025)

- Conducted computer training classes.
- MS Word, Excel, PowerPoint.
- Provided data entry and internet training.
- Assisted in practical exams and assessments.
- Maintained computer lab operations.

COMPUTER SKILLS

MS Word, MS Excel, MS PowerPoint, Data Entry, Internet Browsing, Email, Basic Photoshop.

SOFT SKILLS

Communication Skill, Teamwork, Adaptability, Time Management, Problem Solving, Honesty.

EDUCATION

BSS (Bachelor Of Social Science)

University : National University Of Bangladesh.

Major : Economics

Passing Year : 2023

Result : CGPA 2.78 out of 4.00

HSC (Higher Secondary School Certificate)

Name of School : Munshi Manik Mia College.

Board : Jashore

Group : Humanities

Passing Year : 2019

Result : GPA 4.17 out of 5.00

TRAINING

National Skill Standard Basic (360 Hours) On Computer Office Application BTEB, 2023.

LANGUAGES

Bangla (Native), English (Reading & Writing)