



MD RAKIBUL ISLAM

📞 01777324509 | 📧 rakibsiddika@gmail.com

📍 Basabo Madartek, Dhaka-1214 | Permanent: Maddo Sonakhali, Mathbaria, Pirojpur

Blood Group: B+ | Date of Birth: 29 September 1998

Career Objective

To utilize my knowledge, skills, and experience in a professional environment that values honesty, transparency, and accountability. I aim to contribute to the growth of the organization through dedication and hard work while building a successful career.

Skills

- Excellent communication skills
- Proficient in Microsoft Word and PowerPoint
- Strong ability to prioritize and manage routine tasks
- Optimistic, confident, and friendly personality
- Language proficiency in Bangla, English, and Arabic
- Enthusiastic and eager to learn new things

Professional Experience

- Senior Executive MIS — Gree Star Group (January 2024 – Present)
 1. Managing and maintaining MIS data and reports.
 2. Supporting team operations with data-driven insights.
- MIS Officer — Quantum Corporation Ltd (February 2021 – November 2023)
 3. Assisted in monitoring company data and preparing MIS reports.
- Business Promotion Officer — Bipsh Medical Services Ltd (February 2020 – January 2021)
 4. Promoted healthcare services and built strong client relationships.
 5. Supported the marketing team with on-field and digital activities.
- Executive — Esquire Plastic Ltd (March 2019 – November 2019)
 6. Assisted in day-to-day administrative and sales operations.
- Customer Service Officer — Sikder Medical Service Ltd (July 2018 – January 2019)
 7. Handled customer queries and provided service support.
 8. Ensured high-quality customer satisfaction.

Education

Bachelor of Arts (Honours) in History
Sahid Suhrawardy College, National University
Passing Year: 2024 | CGPA: 2.63 / 4.00

Higher Secondary Certificate (HSC)
Dr. Rustam Ali Forazi College, Barisal Board
Year: 2017 | GPA: 3.08 / 5.00 | Group: Humanities

Secondary School Certificate (SSC)
Sonakhali M.A.K. High School, Barisal Board
Year: 2015 | GPA: 2.78 / 5.00 | Group: Humanities

Personal Information

Father's Name: Late Md. Abul Hossain

Mother's Name: Shanaj Begum

National ID: 1028020046

Marital Status: Married

Religion: Islam

Height: 5 ft 5.5 in

Signature: *Rakibul*

Date: 18-02-2026