

Resume of

MA. RAKIBUL ISLAM RAKIB

C/O. Md. Anser Ali Skeikh

Vill. Shatarpara P.O.Tulshighat-5730

P.S.- Palashbari, Dist. Gaibandha

Contact No: 01894982650

E-mail: marakibulislamrakib072@gmail.com



Career Objective :

To run a responsible position where I could use my technical and interpersonal skills, creativity and above all my learning experiences in order to develop my career besides keeping contribution in the future growth of the organization as well.

Career Summary :

I worked for many reputed companies and earned enough knowledge in the fire of your given post. I think I am the most eligible candidate for your given post .

Special Qualification :

I am very energetic and dedicated to office work. I am regular and know the very basic of your required field. I have 2 years of experience in the field and I think I am the best candidate for your job post.

Employment History :

Total Year of Experience : 2 Year

1. Micro Credit (December 12, 2022 – December 1, 2024)

Education Qualification :

❖ M.B.A. (Master of Business Administration)

Institute : Gaibandha Govt. College
Name of University : National University
Subject : Accounting
Year of Passing : 2021
Results : CGPA- 3.13 (Out of 4.00)

❖ B.B.A. (Bachelor of Business Administration)

Institute : Gaibandha Govt. College
Name of University : National University
Subject : Accounting
Year of Passing : 2020
Results : CGPA- 3.05 (Out of 4)

❖ H.S.C (Higher School Certificate)

Institute : Lions School & College, Saidpur
Name of Board : Dinajpur
Group : Business Studies
Year of Passing : 2016
Results : GPA- 4.00 (Out of 5)

❖ S.S.C (Secondary School Certificate)

Institute : Lions High School, Saidpur
Name of Board : Dinajpur
Group : Humanities
Year of Passing : 2014
Results : GPA- 4.25 (Out of 5)

Computer Skills:

1.	Operating System	Windows 7,8.1 &10
2.	Word Processing	M/S Word
3.	Spread Sheet analysis	M/S Excel, M/S Access
4.	Presentation	M/S Power Point
5.	Special	Internet Browsing & E-mailing

Training Summary :

Training Title	Topic	Institute	Location	Year	Duration
Computer Office Application	M/S Word, M/S Power Point, M/S Excel	Urban Social Development	Gaibandha	2018	6 Months (July-December)

Professional Qualification :

Designation	Institute	Id No.	Location	From	To
Credit Officer	SDI	1830	Sandwip, Chittagong	December 12, 2022	December 1, 2024

Language :

Bangla	Good command over speaking writing & communication Skills
English	Good command over speaking writing & communication Skills

Personal Information:

Name : **MA. RAKIBUL ISLAM RAKIB**
 Father's Name : Md. Anser Ali Skeikh
 Mother's Name : Miss. Rahima Begum
 Permanent Address : Vill: Shatarpara P.O.Tulshighat-5730
 Upzilla: Palashbari Zilla: Gaibandha
 Present Address : Vill: Shatarpara P.O.Tulshighat-5730
 Upzilla: Palashbari Zilla: Gaibandha
 Date of Birth : 27th December,1997
 Sex : Male
 Nationality : Bangladeshi (By Birth)
 Religion : Islam
 Marital Status : Married
 Height : 5'6"
 Weight : 50 Kg.
 Blood Group : B⁺ (Positive)
 National Id No. : 735 338 7439

Self Assessment :

- ❖ Energetic & self dependency.
- ❖ Sincerity & honesty.
- ❖ Strong motivation & committed to work.
- ❖ Quick learner & hard working with positive attitude.

References :**Name : MST. SHAHIN BEGUM**

Designation : Assistant Branch Manager

Organization Name: Brac NGO

Address: Jaigirhat, Rangpur.

Contact No: 01755823200

E-mail: mostshahin56@gmail.com

Name : Md. Ashik PK

Designation : Junior Officer (F&A)

Organization Name: Sajida Foundation

Address: Shingra , Natore.

Contact No: 01765155790

E-mail: Ashik@sajida.org

Declaration :

I do hereby declare the information presented above is true to the extent of my knowledge. If required & where applicable these documents can be support by appropriate authentic papers.

(MA. RAKIBUL ISLAM RAKIB)

Date :