



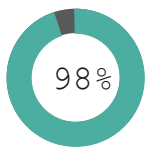
# Md. Ebrahim Boks

Computer  
Operator

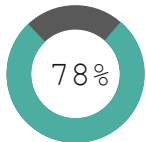
## CAREER OBJECTIVE

Using my past experiences to help you work within your company to benefit everyone.

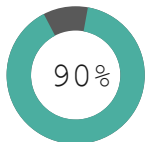
## EXPERTISE



Conservation  
Assessment



Data  
Collection



Preventive  
Care

## INTERESTS



Volunteering



Gym



Sports



Traveling

## CONTACT

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Akhalia Bazar, Sylhet

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+880 1868 929397

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## SUMMARY OF

- Admirable experience in administrative and document maintenance with specific experience.
- Familiar with management, HR and Administrative.
- Outstanding knowledge of internet usage.
- Exceptional knowledge of basic project management, general facilities maintenance to include human resource management.
- Ability to effectively coordinate the work of specialized officers.
- Good knowledge of the procedures for controlling and maintaining office inventory.
- Profound knowledge of paper works.
- Proficient in phone systems and MS Office (including Word, Excel, PowerPoint and Outlook).
- Proficient in office equipment and procedures including computers, photocopiers, printers, fax machines, mailing equipment, telephone systems, filing systems, etc.
- Uncommon ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
- Immense ability to write routine reports and correspondence.

## EDUCATION

Secondary School  
Certificate, 2010

Bachelor of Social  
Science, 2015

Higher Secondary  
Certificate, 2012

Master of Business  
Administration, 2021

## Personal Information

Father's Name : Md. Soyeb Boks  
Mother's Name : Rekha Begum  
DoB. : February 15, 1994  
Gender : Male  
Marital Status : Unmarried  
Height : 5' 5"  
Blood Group : B+(B- Positive)  
Religion : Islam  
Nationality : Bangladeshi  
Alternative Contact : +88 01868 929 397  
National ID : 464 297 6858  
Purbasha, Block # G,  
House # 06,  
Present & Permanent Address : Post # Akhalia,  
Akhalia Bazar  
Sylhet -3100

## SKILLS

### PROFESSIONAL SKILLS

Adobe Photoshop

Illustration

Planning

Design

### PERSONAL SKILLS

Communication

Teamwork

Creativity

Leadership

Management

## JOB DUTIES

**Computer Operator | September 2022 - Till now**

**North East University Bangladesh**

- Provides data by operating a computer.
- Performs defined tasks per documented instructions/processes.
- Makes appropriate changes to the documentation, as needed.
- Maintains some general certification issuance (Studentship Certificate, Testimonial, and Medium of Instruction in English Certificate).
- Maintains some board meeting documentations official notices.
- Responds to incoming telephone calls, email, and voice mail inquiries.
- Maintains officials' confidence and protects operations by keeping information confidential.

**Assistant Computer Operator | September 2015 -**

**September 2022 | North East University Bangladesh**

- Provides data by operating a computer.
- Performs defined tasks per documented instructions/processes.
- Makes appropriate changes to the documentation, as needed.
- Maintains some general certification issuance (Studentship Certificate, Testimonial, and Medium of Instruction in English Certificate).
- Maintains some board meeting documentations official notices.
- Responds to incoming telephone calls, email, and voice mail inquiries.
- Maintains officials' confidence and protects operations by keeping information confidential.

**Manager | February 2015 - August 2015**

**Fathema Offset Press**

- Received facilities service requests from customers.
- Inspected and maintained executive and general works.
- Maintained and delivery to the customers their desire order.
- Performed daily works to ensure that the facilities were up to standard.

## Reference

Md. Shahzada Al Sadik  
Registrar  
North East University  
Bangladesh  
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Md. Mizanur Rahman  
Assistant Professor  
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