

# RESUME OF

## MD ROKYBUL ISLAM

Address : Kazi Tower (3<sup>rd</sup> floor),Kuril bus stand ,Dhaka  
Mobile No 1 : 01957035799  
Mobile No 2 : 01626418404  
E-mail : nextapps.csl@gmail.com



### Career Objective:

I Am reliable, well organized and used to working on initiative. I am able to prioritize my workload. I am comfortable working on my own or as part of a team.

### Employment History:

Total Year of Experience : 1.5 Year(s)

#### 1. Office Manager ( February 1, 2015 - Continuing)

CSL Training  
Department: Office Manager

#### Duties/Responsibilities:

Office Work Maintain,Windows,Computer Servicing,Welcom Guest & other Work.Front desk,Student counselling,Student co-ordinate,Student Admit,internet browsing,email,MS office & other office programme.

### Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
J.S.C	B	Rajghat Jafarpur Secondarey School	CGPA: 3.13 out of 5	2013

### Career and Application Information:

Available For : Full Time  
Preferred Job Category : Law/Legal  
Preferred District : Anywhere in Bangladesh.

### Specialization:

- i) Microsoft Office Package
- ii) Internet browsing & E-mail Operating
- iii) English type.

### Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	Medium	Medium	Medium
English	Medium	Medium	Low

### Personal Details:

Father's Name : Md.Rafiqul Islam  
Mother's Name : Jarina Begum  
Date of Birth : April 6, 2000  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam(Sunni)  
PermanentAddress : Vill: Jognipasha, P.O: Rajghat P.S: Fultala. Dist: Khulna  
CurrentLocation : Dhaka

### Reference (s):

Name : Abdur Rahman  
Organization : CSL Training  
Designation : Co-ordinator  
Address : kazi Tower Kuril Bus Stand,Dhaka-1212  
Phone (Off.) : 01613275276  
Mobile : 01912429315  
Relation : Family Friend



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**(Md Rokibul Islam)**

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**(Date)**