



MD RABIUL ISLAM

PROFILE

I am a goal-oriented and detail-conscious professional with superior customer relationship management, corporate office administration, and administrative support. Having superior communication and problem-solving capabilities, I optimize client satisfaction, process enhancement, and business growth. I can handle multiple tasks within deadlines, maintain confidentiality, and meet deadlines at the appointed time. I am learning-oriented and committed to providing long-term value to any organization that I work for.

WORK EXPERIENCE

ST Online BD

JAN 2024 - JUN 2025

Customer & Product Executive

- Managed product listings and inventory updates.
- Handled packaging and ensured product quality.
- Communicated with customers to resolve inquiries and complaints.
- Coordinated with logistics and internal teams for smooth operations.
- Maintained records of orders and customer interactions.

M/S Mollik Enterprise

OCT 2022 - DEC 2023

Manager

- Oversaw daily transport operations and ensured timely deliveries.
- Managed staff, drivers, and logistics for smooth workflow.
- Coordinated with clients for bookings, schedules, and service needs.
- Maintained records and implemented process improvements to enhance efficiency and customer satisfaction.

CERTIFICATE

COMPUTER OFFICE APPLICATION

Bayanno Computer Technical Training Institute | 6 Month

VDP TRAINING ARMED

District Ansar & VDP Office Bhola

BNCC CADET

Bangladesh National Cadet Corps

CONTACT

01761-862277

robiul6186@gmail.com

House #5, East Tejturi
Bazar, Dhaka-1215.

EDUCATION

2017

SECONDARY SCHOOL CERTIFICATE |
BUSINESS STUDIES
Char Samaiya Bandhujan Secondary School

2019

HIGHER SECONDARY SCHOOL
CERTIFICATE | HUMANITIES
Dhaka Udyan Govt. College

2023

BSS HONOURS | POLITICAL SCIENCE
National University

SKILLS

- MS Word
- MS Excel
- Client Handling
- Project Management
- Public Relations
- Teamwork
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Bangla (Fluent)
- English (Intermediate)