

ABU RAHAT SABIR

Executive Admin | IT Specialist | Educator

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Gulshan, Dhaka



PROFESSIONAL SUMMARY

Versatile and detail-oriented Executive Administrative Professional with over 5 years of hands-on experience in IT training, project coordination, and cross-functional support within dynamic business environments. Adept at leveraging digital tools to streamline administrative processes, automate repetitive tasks, and enhance team communication and productivity. Demonstrated expertise in preparing training modules, managing IT systems, and supporting organizational workflows. Recognized for strong organizational skills, problem-solving abilities, and a proactive approach to administrative and technical challenges. Eager to contribute operational efficiency, digital proficiency, and strategic insight to a forward-thinking organization.

CORE COMPETENCIES & TECHNICAL PROFICIENCIES

Executive & Administrative Leadership

C-Suite Support, Schedule Management, Executive Communication, Confidentiality, Board Coordination, Workflow Oversight

Human Resources & Team Operations

Recruitment & Onboarding, Employee Engagement, Team Coordination, Policy Development & Compliance

IT Support & System Administration

Windows & Linux OS, Network & Device Troubleshooting, Remote Access Tools, Software Setup, System Optimization

IT Instruction & Digital Literacy

Office 365, Google Workspace, Zoom, Microsoft Teams, LMS Platforms, Webinar & Training Module Development

Data Analysis & Process Automation

Advanced Excel, Pivot Tables, Dynamic Arrays, VBA Macros, Google Apps Script, Notion, Workflow Optimization

Digital Content & Document Tools

Adobe Creative Suite (Photoshop, Illustrator, Acrobat DC), LaTeX (Overleaf), Canva, CMS & Email Platforms, Social Media Management

PROFESSIONAL EXPERIENCE

2025 - Present

Gulshan, Dhaka

Executive Admin

Prominent Tec

- Proactively managed complex C-suite schedules, multi-national travel, and highly confidential communications, optimizing executive time utilization.
- Authored and prepared critical board materials, strategic reports, and high-impact executive presentations using advanced tools, ensuring precision and professional formatting.
- Oversaw administrative operations and staff, streamlining workflows and implementing process improvements to boost efficiency.
- Provided essential cross-functional IT support and system administration, resolving complex network, hardware, and software issues for executive leadership and staff to ensure uninterrupted operations.
- Managed key HR and people operations, encompassing strategic talent acquisition, policy development, and employee engagement, cultivating an efficient and compliant workforce.
- Oversaw critical financial administration and resource allocation, including budgeting support, vendor management, and tax document processing, ensuring operational and financial alignment.

2022 - 2024

Shibgonj, Sylhet.

Chief Computer Instructor

Dreams IT Park

- Directed the end-to-end curriculum development cycle for multiple technical programs, transforming complex concepts into structured, practical training modules that consistently exceeded learning objectives.
- Oversaw all program logistics and resource allocation, rigorously ensuring administrative and academic compliance for all training courses and personnel.
- Mentored and managed the performance of over 650 students, cultivating a collaborative learning environment that drove high completion rates and prepared students for professional roles.

2020 - 2021

Tilagor, Sylhet.

Chief Computer Instructor

I-Con Computer Institute

- Spearheaded the instructional team, designing and delivering a dynamic curriculum for core courses that resulted in a 30% improvement in student learning outcomes.
- Oversaw all lab operations and asset management, providing expert technical support for hardware and software while enforcing strict classroom discipline and ensuring a compliant, safe learning environment.
- Implemented continuous student performance assessments and provided personalized mentorship, contributing to a high student engagement rate and enhanced career preparedness.

EDUCATION

2023

Economics

Bachelor of Social Science (Honors) | B.S.S

National University | Sylhet Government College

CGPA 3.21 / 4.00

2017

Humanities

Higher Secondary Certificate (HSC)

Jalalpur Jalalia Fazil Senior Madrasah

GPA 3.93 / 5.00

2015

Humanities

Secondary School Certificate (SSC)

Atgram Amzadia Dhakil Madrasah

GPA 3.75 / 5.00

SKILLS

VMWare

Hyper-V

VPN & Firewall

PowerShell

SharePoint

Teams

Salesforce

AnyDesk

Data Recovery

Hardware & Software Support

AI Workflow Automation

Payroll

InDesign

Figma

PROJECTS

Daricomma | Content Development Lead

- 2023 - 2024
- Madina Market, Sylhet
- Directed the full content lifecycle for Daricomma’s digital learning platform (~82K users), overseeing review, quality checks, publishing, and updates to ensure academic accuracy and reliability.
 - Developed and maintained digital question banks, exam modules, and user guides, enhancing platform usability and engagement for students and educators.
 - Coordinated with developers and stakeholders, managing revisions, version control, and communication to streamline workflows and accelerate content releases.

R Group | Enterprise Automation & Data Management

- 2023
- Jatarpur, Sylhet
- Developed and deployed an integrated automation system for operations, HR, inventory, and financial records, reducing manual workload by 40% and improving overall efficiency.
 - Automated key processes including invoice generation, payroll calculation, stock monitoring, and dealer-wise order tracking, minimizing errors and ensuring accurate inventory management.
 - Designed centralized dashboards and financial reporting tools, enabling real-time insights and supporting data-driven decision-making across departments.

Multiple Agencies | Visa Processing Consultant

- 2022
- Remote (Occasional)
- Royale Express Travel & Consultancy | SAS Study Abroad | Take A Trip Holiday | Easy Consulting Firm
- Processed 400+ visa applications, optimizing documentation and compliance to boost approval rates and client satisfaction.
 - Specialized in complex cases, achieving 25% higher approvals through precise profile analysis and category selection

Brighty Bio | Corporate Trainer – Advanced Excel

- 2022
- Remote (Occasional)
- Led corporate workshops on advanced Excel and workflow automation, enhancing team capability in data analysis and reporting.
 - Trained employees in advanced Excel and VBA automation, streamlining workflows and improving efficiency.

Fast-Fix Services Ltd. | Digital Branding & Social Media Campaign

- 2022
- Remote
- Designed social media posters and promotional graphics for Facebook and Instagram, boosting brand visibility and engagement.
 - Created digital marketing assets with Photoshop, Illustrator, and Canva, ensuring professional, brand-aligned visuals.

CERTIFICATIONS

Excel Skills for Business Specialization

Macquarie University | Coursera
3 Month | Grade: 98%

Excel Skills for Business Forecasting

Macquarie University | Coursera
1 Month | Grade: 97%

Google IT Support

Google | Coursera
6 Month | Grade: 98%

Microsoft IT Support Specialist

Microsoft | Coursera
3 Month | Grade: 98%

IBM Data Analyst

IBM | Coursera
4 Month | Grade: 93%

Google Data Analytics

Google | Coursera
6 Month | Grade: 97%

EXTRACURRICULAR ACTIVITIES

Founder & Program Director – E-LearnEx

National Learning Access Initiative

- 2020 – Present | 30,000+ Community Members • 25,000+ Coursera Beneficiaries
- Launched E-LearnEx, a self-initiated digital learning movement during the COVID-19 pandemic, providing 25,000+ Bangladeshi students free access to Coursera for Campus, Udemy, Skillshare, edX, and LinkedIn Learning.
 - Enabled certification in 3,600+ professional courses from 168+ global institutions, directing the full program lifecycle—from onboarding, user support, and curriculum guidance to tracking outcomes—with 30% completion growth and 85% job alignment.
 - Built and led a 30,000+ member national learning community on Facebook, fostering collaborative learning, peer mentorship, and personal growth through curated content, live sessions, and motivational engagement.
 - Promoted global career readiness, offering study abroad advice, scholarship navigation, and skill-building tools—while forming strategic partnerships and scalable support systems that sustained program momentum.

Mentor – ICT Olympiad Bangladesh

National STEM Education Program

- Mentored students in science, delivering interactive lessons aligned with national standards to boost engagement and conceptual understanding.
- Developed dynamic assignments and practice modules, enhancing performance in regional Olympiad rounds.
- Conducted regular evaluations and personalized feedback, fostering continuous skill improvement and academic growth.

LANGUAGES

BengaliNativeEnglishProficient