

# ABU RAHAT SABIR

Executive Admin | IT Specialist | Educator

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aburahatsabir.github.io/portfolio 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

