

# MD. RAKIBUZZAMAN ASIF

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A dedicated and team-oriented professional with a positive attitude and strong time management skills. Adept at multitasking and committed to efficiency in administrative operations. Seeking to leverage 5.1 years of administrative support experience in a dynamic role, contributing to organizational success through effective coordination and problem-solving.

## EXPERIENCE

**MARCH, 2022 – CONTINUING**

**ADMINISTRATIVE OFFICER,** DAFFODIL INTERNATIONAL UNIVERSITY

### RESPONSIBILITIES:

1. Providing training to faculty members on how to use Moodle for blended learning.
2. Assisting faculty members regarding their Moodle issues.
3. Training students on how to use Moodle.
4. Tracking course update and Maintenance of unused courses
5. Keeping track of new features of Moodle.
6. Updating faculties/students user authentication.
7. Solving enrollment issues of students.
8. Creating regular reports on Moodle activities.
9. Developing tutorials on using eLearning tools for faculties and students.
10. Follow up preparation, planning, and designing of courses by teachers.
11. Checking uploaded material and certifying readiness of a course to be launched.
12. Maintain communication between BLC and faculty members.
13. Preparing course contents and materials as per requirements.
14. Finding out potential candidates for different eLearning training both internally and internationally.

**MARCH, 2020 – FEBRUARY 2022**

**ASSISTANT ADMINISTRATIVE OFFICER,** DAFFODIL INTERNATIONAL UNIVERSITY

## EDUCATION

**DECEMBER 2022**

**MASTER OF SCIENCE,** DAFFODIL INTERNATIONAL UNIVERSITY

Dept: ETE

Result: 3.83 out of 4

**DECEMBER 2019**

**BACHELOR OF SCIENCE,** DAFFODIL INTERNATIONAL UNIVERSITY

Dept: EEE

Result: 3.11 out of 4

**DECEMBER 2015**

**HSC, KUSHTIA ISLAMIA COLLEGE**

Dept: Science

Result: 4.58 out of 5

**DECEMBER 2013**

**SSC, BHERAMARA PILOT HIGH SCHOOL**

Dept: Science

Result: 4.50 out of 5

## SKILLS

- Good oral and written communication skills
- Organizational skills and the ability to multitask
- The ability to be proactive and take the initiative
- Flexibility and adaptability

## ACTIVITIES

- Founder President at Daffodil International University Change Together Club (2016-2019)
- International Service Director at Rotaract Club of Daffodil International University.
- Cultural Secretary at Daffodil International University EEE Club.
- Did many volunteer activities.
- Attended an International Conference named "Rotasia Pune 2018" in India.

I have four years of experience in co-curricular activities at my institution and I am passionate about volunteering. Being the founding president (from 2016 to 2019) of a club at my institution gave me strong leadership and planning abilities. I attended a lot of the events I arranged here. These techniques aided me in developing stronger social skills, critical thinking abilities, and collaboration..

## PERSONAL INFORMATION

Father's Name	Md. Moniruzzaman	Mother's Name : Mst. Rabeya Khatun
Date of Birth	Oct 10, 1997	National ID : 6903627161
Gender	Male	Religion: Islam
Marital Status	Married	Blood Group: O+
Height	5'9"	Nationality: Bangladeshi
Permanent Address:	Village: Shaheb Nagar, Post Office: Bahalbaria, Police station: Mirpur, District: Kushtia	



Signature