

MD JAHIDUL HASAN RABBI

762/10, Monipur, Mirpur, Dhaka, Bangladesh | +8801621375705 | jahidhr1019@gmail.com | jahidrabbivercelapp/ | DoB: 07 Oct, 2001

PROFESSIONAL SUMMARY

Detail-oriented Office Executive with 2+ years of experience in client service, documentation, and liaison with embassies and partners. Strong administrative and customer-handling skills with hands-on exposure to compliance, recordkeeping, and process coordination. Currently pursuing an MBA at North South University. Seeking an entry-level banking or corporate role where accuracy, service excellence, and teamwork are critical.

CORE SKILLS

- MS Excel (basic formulas, data entry), Word, PowerPoint
 - Customer Relationship Management (CRM)
 - Documentation & Compliance (KYC awareness)
 - Administrative Operations & Recordkeeping
 - Client Query Resolution & Service Excellence
 - Travel & Visa Processing
 - Data Accuracy & Reporting
 - Team Coordination & Communication
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PROFESSIONAL EXPERIENCE

Office Executive — *Hijrat Air Travels, Dhaka*
Jan 2023 – Present

- Liaised with embassies and external partners to manage visa and travel documentation for clients.
 - Processed visa applications ensuring compliance with international travel regulations.
 - Managed customer inquiries, reservations, and ticketing using Galileo Travelport.
 - Delivered end-to-end travel consultancy, including Hajj & Umrah services.
 - Supported senior management with administrative coordination and documentation.
 - Maintained accurate records, improving turnaround time and reducing documentation errors.
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EDUCATION

Master of Business Administration (MBA) — *In Progress*
North South University, Dhaka | CGPA: 3.50/4.00 | May 2025 – Present

Bachelor of Social Science (Political Science)

University of Dhaka (Dhaka College) | CGPA: 3.20/4.00 | 2023

Higher Secondary Certificate (Science)

Monipur High School & College | GPA: 4.42/5.00 | 2019

Secondary School Certificate (Science)

Monipur High School | GPA: 5.00/5.00 | 2017

CERTIFICATIONS

- IELTS (Academic): Overall 7.0 (L: 8.0 | R: 6.5 | W: 6.5 | S: 7.0) – 2022
 - Microsoft Office: Excel, Word, PowerPoint (Practical working knowledge)
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LEADERSHIP & VOLUNTEERING

- **General Secretary**, Agrosorito Bikrampur (History Organization)
 - **Volunteer Leader**, Volunteer for Bangladesh (JAAGO, UNICEF)
 - **Project Coordinator**, Civic & Labor Rights Campaigns (2023–2024)
 - **Member & Event Organizer**, EMK Center & American Space (U.S. Education Fair)
 - **Teacher's Assistant**, Dept. of Political Science, Dhaka College
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LANGUAGES

Bengali – Native | English – Full Professional Proficiency | Hindi – Elementary

INTERESTS

Chess (ELO 1500, Chess.com) | Public Speaking | Policy Debate | Youth Civic Engagement

REFERENCES

Md. Asraful Hoque	Md. Saiful Islam Chowdhury
Proprietor, Hijrat Air Travels	Chairman & Professor, Dhaka College
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Relation: Professional	Relation: Academic