



# Md. Rakibul Islam

Contact: +88 01684442380  
Email: rakibul.islam05@yahoo.com

## Objective

Looking forward to working in a large firm, preferably an international one, to broaden my experience and add to my portfolio of extensive technological and business expertise, good communication skills, and a positive attitude.

## Experience

### Brac University (March 2020-Continuing)

Administrative Coordinator at Centre for Climate Change & Environmental Research (C3ER)

- Act as an active link between the departments, Vice-Chancellor's Office, Registrar's Office, Procurement, HRD, Finance and Accounts Department and other relevant offices
- Receives and arranges leave and other absence requests of the centre
- Respects the privacy of employees' pay records of the centre
- Maintain office management and the security of all documents in custody
- Collaborate with internal and external bodies, individuals and groups

### Novoair LTD (Feb 2019-March 2020)

Jr Executive (Flight Operation)

- Assist Quality Manager in the activities of the Quality Department
- Prepare and update Pilot flying database
- Monitor daily flight schedule
- Analyze FDR data
- Prepare FDR Report

### MGH Group (Jan 2017- December 2018)

Executive (Strategic Planning Department)

- Analyzing & Collecting Data from various source
- Market Research
- Making route plan, ACP
- Vendor Acquisition

## Education

Degree	Institution Name	Major	Result	Passing Year
MBA	American International University Bangladesh	Operation Management & Supply Chain	3.69/4.00	Dec, 2018
BSc Computer Science	American International University Bangladesh	Software Quality Assurance	2.88/4.00	Dec, 2016
HSC	BAF Shaheen College Dhaka	Science	4.90/5.00	2011
SSC	BAF Shaheen College Dhaka	Science	4.81/5.00	2009

## Skills

- Excellent Communication Skills
- Tech literacy and troubleshooting capability.
- Proficient in Microsoft Office.
- Proficient in following IDEs and tools–Cisco Packet Tracer, Zypher JIRA, Salesforce

## Membership

- AIUB Drama & Film Club
- AIUB Photography Club

## Personal Information

- Father's Name: Md.Rafiqul Islam Howlader
- Mother's Name: Shamsun Nahar
- Date of Birth: February 5, 1993
- Nationality: Bangladeshi
- Religious Belief: Muslim (Sunni)
- Marital Status: Married
- Address: NHB 6/1, Flat B/1, Mirpur14, Dhaka – 1206

## References

- **Dr. Tabin Hasan**  
Head (Graduate Program)  
American International University-Bangladesh  
E-mail: tabin@aiub.edu  
Cell: 01721727528
- **Ioannis Karamichalis**  
FOQA Manager  
NOVOAIR Ltd  
E-mail:foqa@flynovoair.com  
Cell: 01709661753