



# MD Mahbubur Rahman

## Student Counselor & Educational Consultant

Bashundhara R/A, Dhaka, Bangladesh mail.mdmahbuburrahman@gmail.com

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### Profile

Educational consultant with hands-on experience in student counseling, U.S. university application guidance, and visa application support. Excellent communicator with strong English proficiency and proven ability to conduct one-on-one consultations, understand student aspirations, and provide personalized guidance. Patient, honest, and committed to helping students achieve their study abroad goals while maintaining long-term professional relationships.

### Professional Experience

09/2024 – 07/2025  
Dhaka, Bangladesh

#### Avo Edu Global, Student Counselor & Educational Consultant

Conduct one-on-one student consultations and manage U.S. university applications from assessment to admission. Provide visa application guidance and maintain detailed student records. Build strong relationships with students and parents while coordinating with teams to ensure high satisfaction.

09/2023 – 02/2025  
Dhaka, Bangladesh

#### Purnota Foundation, Web Developer & Video Editor

Managed website content, edited promotional videos, and supported fundraising campaigns. Contributed to charitable projects including tube well construction (15+ wells) and food distribution (250+ families).

### Education

01/2025 – Present  
Panthatpath, Dhaka

#### Sonargaon University (SU), Bachelor of Science (BSc)

Computer Science and Engineering

01/2023 – 07/2024  
Begumganj, Noakhali

#### Begumganj Government Technical School & College,

Higher Secondary School Certificate (HSC)

Computer Operation and Maintenance, Science

01/2020 – 09/2022  
Begumganj, Noakhali

#### Begumganj Government Technical School & College, Secondary School Certificate (SSC)

Computer and Information Technology, Science

### Skills

#### Student Counseling & Communication

- One-on-One Consultation
- University & Visa Application
- Client Relationships
- Student Needs Analysis

#### Administrative & Digital Tools

- CRM Management & Data Entry
- Google Workspace & MS Office
- Schedule & Appointment Management
- Professional Email Communication

#### Technical Skills

- Website Development
- Video Editing (Adobe Premiere Pro, Filmora)
- Social Media Content Creation
- Graphic Design (Canva, Figma)
- Digital Marketing

### Languages

**Bangla**  
Native/Bilingual

**English**  
Fluent

**German**  
Conversational

**Hindi / Urdu**  
Conversational