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**MD. RAKIB MONDAL**

**Contact :**

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**WhatsApp:** **01842614050**

**Location:** **Sukdhan, Ramgonj, Tupamari**

**Nilphamari. Post: Ramganj-5300**

***Objective:***

A highly motivated and results-driven individual with a strong background in problem-solving and creative solutions. Possesses e **e**xcellent communication skills, with an ability to collaborate effectively within diverse teams and adapt to changing environments. Demonstrates a keen ability to manage multiple projects simultaneously while maintaining attention to detail and high-quality standards. Experienced in leveraging technology and data analysis to optimize processes and drive efficiency. Passionate about continuous learning and staying ahead of industry trends. Known for a proactive approach, strong work ethic, and the ability to thrive under pressure. Dedicated to delivering exceptional results in both individual and team-based settings.

***Language:***

* English (Fluent)
* Bangla (Fluent)

***Technical Skills:***

* **Office Applications**: Microsoft Word, Excel, PowerPoint.
* **Computer Fundamentals**: Hardware and software basics, troubleshooting.
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
* Basic computer troubleshooting.
* Understanding of digital government services.
* Strong attention to detail and organizational skills.
* Excellent communication and teamwork abilities.

***Technical Skills:***

* **Office Applications**: Microsoft Word, Excel, PowerPoint.
* **Computer Fundamentals**: Hardware and software basics, troubleshooting.
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
* Basic computer troubleshooting.
* Understanding of digital government services.
* Strong attention to detail and organizational skills.
* Excellent communication and teamwork abilities.

***EDUCATION:***

**Higher School Certificate Examination (H.S.C)**

* Institution name : Ramganj Technical and BM Collage, Nilphamari
* Board : Technical Education Board
* Group : Business
* Result : 4.83 (out of 5 .00)
* Passing Year : 2020

**Secondary School Certificate Examination (S.S.C)**

* Institution Name : Ramgnj B.L High School
* Board : Dinajpur Education Board
* Group : Science
* Result : 4.22 (out of 5.00)
* Passing Year : 2018

**National Skill in Computer Operation, in NTVQF Level-III**

Completed the competency Requirements under the National Technical & Vocation Qualification Framework (NTVQF) and completed the following units of Competency.

* Perform Effective Workplace Interaction
* Use Internet Resources
* Preform Basic System Operation and Setting
* Type Text in English and Bangla Maintaining Standard Speed
* Prepare Document Using Word Processor
* Prepare And Manipulate Spreadsheet
* Prepare Presentation Using Software
* Perform Basic Maintenance of System and Printer

***Projects:***

**Academic Mark-sheet**

I make an academic mark-sheet using MS Office 2016.

**Salary Sheet**

I make an academic mark-sheet using MS Office Excel 2016.

**Biography Presentation**

I make a biography presentation using MS Office PowerPoint 2016

***TRAINING:***

**Computer Fundamentals and Office Applications Training**   
Organized by Bangladesh Computer Council and Center for Digital Transformation (CDT), Begum Rokeya University, Rangpur  
Funded by Enhancing Digital Government & Economy (EDGE) Project  
Year of Completion - 2025

* Gained proficiency in basic computer operations and Microsoft Office applications.
* Hands-on experience with tools like Word, Excel, PowerPoint, and others.
* Learned essential skills for digital government services and economic applications.

***Certifications:***

* **Computer Fundamentals and Office Applications Training**
* **National Skill Level-III In Computer Operation, in NTVQF Level-III**

***References:***

**Reference: 01**

Name : Md Yousuf Ali

Organization : Nilphamari Government College

Designation : Lecturer Of ICT

**Reference: 02**

Name : Mahamudul Hasan Sagor

Organization : Nilphamari Government College

Designation      : Associate Professor Department of Management

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| Signature |

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