

Rakibul Islam Rokey

Khaturia, Domar

Nilphamari, 5340

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Objective

A detail-oriented professional with expertise in MS Word, MS Office, MS PowerPoint, and data entry. Proficient in creating, editing, and managing documents, presentations, and data with accuracy and efficiency. Adept at meeting deadlines and ensuring high-quality results in administrative and clerical tasks.

Education

Bachelor of Science (Hon's)

Name of University	: National University
Name of Institute	: Nilphamari Govt. College, Nilphamari
Subject	: Chemistry.
Result	: 2.88 (Out of 4.00).
Year of Passing	: 2022.

Higher Secondary Certificate (H.S.C)

Name of Board	: Dinajpur.
Name of Institute	: Debiganj College
Group	: Science.
Result	: 4.08 (Out of 5.00)
Year of Passing	: 2016.

Secondary School Certificate (S.S.C)

Name of Board	: Dinajpur.
Name of Institute	: Nripendra Narayan Govt. High School
Group	: Science.
Result	: 4.31 (Out of 5.00)
Year of Passing	: 2014.

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.
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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
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Projects:

Academic Marksheet

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

Salary Sheet

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

Hostel Maintenance Sheet

I make a Hostel Maintenance Sheet using MS Office Excel 2016

Biography Presentation

I make a biography presentation using MS Office PowerPoint 2016

Certifications

- **Computer Fundamentals and Office Applications Training**
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Languages

- English (Fluent)
 - Bangla (Fluent)
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References

Reference: 01

Name - Md. Jahangir Alam

Organization - Nilphamari Govt College

Designation - Associate Professor Of Chemistry

Phone - 01761904691

Reference: 02

Name - Md Eushuf Ali

Organization - Nilphamari Govt College

Designation - Lecturer Of ICT

Phone – 01773926612