



Email

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Phone

01770906142

Location

Panchagarh, Bangladesh

PROJECTS

Built an Android app named

"Amar Hisab"

Description:

- Amar Hisab track daily income, expenses and monthly budgets, with automatic monthly PDF reports.

SKILLS

IT Support,
Microsoft Office,
Data Entry,
Communication,
Customer Service,
Leadership,
Office Administration,
Web Design
Banking Operations
Online Teaching Platforms
Office Software Suite
Digital Services

MD SAJJADUR RAHMAN SAKIB

ADMINISTRATIVE & IT SUPPORT EXECUTIVE



PROFESSIONAL SUMMARY

Economics graduate (BSS, National University) with 4+ years of hands-on experience across IT support, banking operations, and education. Skilled in Microsoft Office, data analysis, customer service, graphic design, and web development. Developed and launched *Amar Hisab*, a Bengali personal finance app, and manages an online education platform for Class 5–HSC students. Seeking an IT Support / Administrative Executive role to apply technical expertise, strong communication, and operational efficiency to organizational goals.



WORK EXPERIENCE

Co-Founder & Educator 01/2025 – Present

All In One Easy Education | Panchagarh

- Run a coaching center offering in-person (offline) classes, plus online classes and a Facebook/YouTube education page for Class 5–HSC students
- Plan lessons, create study materials, teach students, and manage student communication and daily operations.
- Create educational content for Facebook and YouTube.

Assistant English Teacher 01/2025 – 12/2025

Tamirul Ummah Model Madrasah | Panchagarh

- Prepared lesson plans and taught English to 200+ students across Classes 2–6.
- Assessed students' progress and provided academic support.

CERTIFICATIONS

- IT Support Technician, NTVQF Level-I, Bangladesh Technical Education Board (01/2023)
- Web Design and Development, LEDP Project, ICT Division (01/2021)
- Graphics Design, Level 3, ASSET, Bangladesh Technical Education Board (01/2025)

LANGUAGES

- Bangali (Fluent)
- English (Professional working proficiency)

Bank Teller

02/2023 – 12/2024

Dutch-Bangla Bank (Agent Banking) | Panchagarh

- Accurately processed 40+ customer transactions per day, including deposits and withdrawals.
- Responded to customer inquiries and provided consistent service.

IT Support and Service

08/2020 – 11/2023

Ayman Computer, Panchagarh Sadar | Panchagarh

- Assisted 10+ customers per day with online applications and digital services.
- Provided printing, scanning, photocopying, and computer-related support.
- Gave friendly, efficient customer service for all computer-related needs



EDUCATION

Bachelor of Social Science (BSS) in Economics

2023

National University Bangladesh
CGPA: 2.62 out of 4.00

HSC in Humanities

2019

Moqbular Rahman Govt. College, Panchagarh
GPA: 3.42 out of 5.00

SSC in Science

2017

Panchagarh B.P. Govt. High School
GPA: 4.27 out of 5.00