

Rakibul Islam

PROFESSIONAL SUMMARY

More than 6 Years of Extensive Experience
Administrative leader experienced in business operations and team oversight. Seeking opportunities to improve processes, procedures, and practices. Excels with minimal supervision and decisively approaches problems.
Multi-talented Project Coordinator successful at taking on diverse project tasks to accomplish tight deadlines. Hands-on people and analytical problem solver with excellent communication, planning and excellent decision-making skills.

- Analyzed data and reports, detecting and correcting deviations from project goals.
- Collaborated with project teams in gathering user requirements and developing project plans.
- Established document control to regulate access to sensitive information.
- Collaborate with Car fleet department and management to improve usability for users.

Al Jubayl Eastern Province 35412
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WORK HISTORY

Universal Metal and Coating Company (UNICOIL)

Saudi, Jubail 1/2025 - Present

- Maintain AWS EC2 server and update.
- Develop in cPanel for domain setup, email management, SSL configuration, database (MySQL, phpMyAdmin), file management, and website migration.
- Responsible in uploading, configuring, and managing PHP/WordPress websites using cPanel.
- Knowledge of creating backups, restoring sites, and managing DNS records in cPanel.
- Working Junior SAP technical support.
- IT infrastructure maintenance and Support.
- Maintain GoDaddy Domain and Hosting and Play Console.
- Monitor all the Social Media accounts on behalf of the Company.
- Collaborate with business development and Marketing teams to align strategies, plan and execute campaigns, and drive client acquisition.

iLab Information Technology

Al Khobar, Saudi Arabia

05/2023 – 12/2024

- Enhanced project transparency and accountability with rigorous evaluation and record-keeping.
- Maintained project schedules by managing deadlines and adjusting workflows to suit.
- Maximized communication and transparency between clients, internal departments, and stakeholders.

SKILLS

- Project status reporting
- Project scheduling.
- Software development and Maintenance.
- Domain, Hosting Management.
- Project cost control.
- Application Performance Monitoring Maintenance.
- Stakeholder relationship.
- IT infrastructure. management.
- Flowchart creation
- Document control.
- PowerPoint presentation
- Contract management.
- Logistical planning.

National Environmental Preservation Co. (BeeA'h) Saudi,

Jubail 10/2022 - 04/2023

- Responsible for receiving waste materials and making the required documents.
- Co-ordinate with the chemist to dispose of waste and make the report.
- Every day I must make the Landfill work report and submit it to the head office.
- Facilitated smooth running of branch operations by verifying consistent compliance with standard operating procedures.

HNGC Saudi Contracting Company

Saudi, Jubail 3/2022 - 09/2022

- Maintain the Website and research to improve design and user-friendly.
- Performed as an office Secretary to communicate with Client and report to the Stakeholder.
- Responsible for all kinds of administrative work.

Byparts (ASIA) SDN BHD

Selangor, Malaysia. 4/2020 - 11/2021

- Maintain and develop the Software and analyze the requirements with Design.
- Co-ordinate Scrum Meeting.
- Co-ordinate with Stakeholder to Business development and implementation.

EDUCATION**B.S.C in Software Engineering from Dept. of Computer Science and Engineering Technology:**

Institution : University Malaysia Sarawak, Malaysia
(Graduated)- Under Malaysia Government Scholarship (English Version)
CGPA: 3.04 out of 4.00 scale Passing
Year :2019

Higher Secondary Certificate: (HSC)

Institution: Kushtia Government College.

Board: Jessore

Group : Science

GPA : 4.50 out of 5.00 scale Passing Year 2014

Secondary School Certificate: (Dakhil)

Institution : Tamirul Millat Kamil Madrasah

Board : Madrasah

Group : Science

GPA : 5.00 out of 5.00 scale (Golden)

Passing Year: 2012

LANGUAGES

<i>Language</i>	<i>Reading</i>	<i>Writing</i>	<i>Speaking</i>
<i>English</i>	<i>Advanced</i>	<i>Advanced</i>	<i>Advanced</i>
<i>Malay</i>	<i>Intermediate</i>	<i>Intermediate</i>	<i>Beginner</i>
<i>Hindi</i>	<i>none</i>	<i>none</i>	<i>Advanced</i>
<i>Arabic</i>	<i>Intermediate</i>	<i>Intermediate</i>	<i>Beginner</i>
<i>Bengali</i>	<i>Native Language</i>		