

Rakibul Islam

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Summary

As the founder of Instant Data Solutions, I bring a wealth of expertise and leadership to the agency. Based in Bangladesh, I have spearheaded the establishment and growth of our enterprise, leveraging my skills in business ownership and startup leadership to create a thriving organization.

With a commitment to maintaining the highest standards of quality and efficiency in data entry and management services, I foster a positive work environment and ensure exceptional results for our clients. Additionally, I am a highly skilled virtual assistant with expertise in data entry, typing, copy-paste tasks, and PDF conversion. I also possess proficiency in developing eCommerce Content Management Systems (CMS) using Shopify and WordPress platforms.

With a BBA in Marketing from Independent University, Bangladesh, I bring a solid foundation in marketing principles to the table, ensuring that administrative tasks and eCommerce projects are handled with precision and efficiency. I am passionate about data and technology, and I constantly seek to learn new skills and tools to enhance my services and add value to my clients.

If you're seeking comprehensive support to streamline your business operations or looking for reliable data entry services, I am here to help. Let's connect and discuss how I can contribute to your success.

Experience

Founder

Instant Data Solutions

Feb 2024 - Present (2 months)

The founder of Instant Data Solutions, with a full-time commitment since February 2024, brings a wealth of expertise and leadership to the agency. Based in Bangladesh, they have spearheaded the establishment and growth of the agency, leveraging their skills in business ownership and startup leadership to create a thriving enterprise.

With a strong background in data entry and management, the founder ensures that Instant Data Solutions maintains the highest standards of quality and efficiency in its services. Their adeptness in employee relations, engagement, and performance management fosters a positive work environment, enabling the team to collaborate effectively and deliver exceptional results.

Driven by a passion for excellence, the founder is dedicated to guiding Instant Data Solutions towards continued success, actively leading the agency in fulfilling its mission of providing top-tier data entry solutions to clients worldwide. Through strategic vision and hands-on leadership, they steer the agency towards achieving its goals and maintaining a reputation for reliability, professionalism, and client satisfaction.

Data Entry Specialist

Fiverr

Mar 2023 - Present (1 year 1 month)

I'm your go-to Data Entry Specialist on Fiverr. With meticulous attention to detail, I offer seamless data entry services tailored to your needs. From Excel spreadsheets to PDF conversions, I ensure accuracy and efficiency in every task. Let me handle your data entry workload while you focus on what truly matters. Contact me today for reliable and timely assistance!

Education



Independent University, Bangladesh

Bachelor of Business Administration - BBA, Marketing

Apr 2023 - Present

Charmichael Collegiate School and Collage

Higher secondary certificate, Science

Jun 2018 - 2020

Barapukuria Coal Mine School

Secondary school certificate, Science

Jan 2016 - 2018

Licenses & Certifications

Secondary school certificate - Dinajpur education board , Dinajpur
236786

Higher secondary certificate - Dinajpur Education Board
136364

Skills

E-Commerce • Google Sheets • Copying • Business Ownership • Start-up Leadership • Employee Relations • Employee Engagement • Performance Management • Data Entry • Data Analysis