

CURRICULAM VITAE

RIFAT HASAN ARNOB

M.S.S

Department of Public Administration

Faculty of Social Science

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Objective

To face challenges using knowledge, perception and innovation to pursue long term success career in dynamic and professional environment of any organization through my aptitude, hard work, dedication and determination.

Educational Qualification

MASTER OF SOCIAL SCIENCE (MSS)

Islamic University, Kushtia

Field of study: Public Administration

Result : CGPA: 3.24

BACHELOR OF SOCIAL SCIENCE (BSS)

Islamic University, Kushtia

Field of study: Public Administration

Result : CGPA: 3.19 out of 4

HIGHER SECONDARY CERTIFICATE-2017

Sirajganj Police Lines School & College, Sirajganj.

Group : Science

Board : Rajshahi

Result : GPA-3.33 Out of 5

SECONDARY SCHOOL CERTIFICATE -2013

Abdul Jalil Smriti High School, Sirajganj

Group : Science

Board : Rajshahi

Result : GPA-4.19 Out of 5

Skills: Computer/Technical Skills

- ☐ Basic Computer Knowledge (Fundamental of Computer)
- ☐ Microsoft Office Program (MS-word, Excel, Power-Point, Access)
- ☐ Operating System Windows-XP, 2007, 2008, & 2010
- ☐ Have good knowledge in computer hardware, software & internet application
- ☐ Also work with Adobe Photoshop and Illustrator

Language Skills:

Fluent in Bengali & English

Extra-Curricular Activities:

1. **Secretary of Sirajganj District Student Welfare Association (2024-2025)**- a non-profit social, student welfare organization at Islamic University, Kushtia
2. **Organizational Secretary of Public Administration Debating Society (2022-)** Debating Organization at Department of Public Administration.
3. **Assistant Promotion Secretary of TARUNNO (2022-23)**- a non-profit social organization at Islamic University, Kushtia.
4. **Vice President of Islamic University IT Society (2022-23)** - a non-profit technology skill Development based organization at Islamic University, Kushtia.
5. **Organizational Secretary of Bagbari Young Social Activities Organization (2022-24)** - a non-profit social organization at Kamarkhanda, Sirajganj.
6. **Committee Member of VBD** -a non-profit social organization

Training:

1. One (1) day Leadership and Event Management Training Program jointly organized by Bunon 2024
2. Fifty (50) days long Professional Outsourcing Training on Graphic Design conducted by LEDP, ICT Division in 2020.
3. Two (2) days Kushtia ICT Youth Freelancer Conference 2024
4. Microsoft Office with AI integration conducted by Department of Information and Communication Technology, ICT Division in 2024.

Work Experience:

1. **Research Assistant** March, 2020- EGPP (Employment Generation Programme for the Poorest) Union- Tribeni, Umedpur, Mirjapur; Upazila- Shoilkupa; District- Jhenaidah
2. **Research Assistant** March, 2021- Waste Management in Jhenidah Municipal
3. **Research Assistant** March, 2022 (January 28- February 20) - LIUPCP (Livelihoods Improvement of Urban Poor Communities Project) funded by UNDP Kushtia and Faridpur
4. **Research Assistant** February, 2023 (February 18- February 24) – Gender Equality and Women Empowerment, Shreepur, Magura.
5. **Event Organizer** (2019,2020,2022,2023)- **Public Administration Day**, Department of Public Administration, Islamic University.
6. **Event Organizer** (2024)- **1st Reunion** department of Public Administration, Islamic University
7. **Graphics Designer (2017-2019) at Guardian Publication**
8. **Executive officer at BoiBaJar.com**

References:

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Respectfully yours,



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