



## MD.SHAKIBUR RAHMAN SHIFAT

### OBJECTIVE

"To secure a challenging and rewarding position in a reputable organization where I can utilize my skills and experience to contribute to the growth and success of the company while continuously learning and developing professionally."

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### SKILLS

Proficient at Google Suite

Proficient at Microsoft Office  
Focus on (word, powerPoint, excel)

Team work

Negotiation

Hosting

## WORK EXPERIENCE

### CO-INSTRUCTOR

Youth Leadership , Brac University Residential Campus  
(February 2023 to present)

- Update Weekly Lecture
- Integrate New activity
- Evaluate Student Performance

### TECHNICAL MANAGER

PROJECT " SPORSHOK" A INITIATIVE BY CENTER FOR  
PEACE AND JUSTICE(BRACU) SUPPORTED BY UN WOMEN

(November 2021 to March 2022)

- Update Weekly Report of the project
- Works closely with the copywriting team for social media post
- Making strategy for promoting online workshop and arrange workshop

## EDUCATION HISTORY

- **Bachelor Of Business Administration**

### Brac University

Status: Graduation Expected September 2023

Current Status: 11th Semester

- Majoring in HRM and Marketing

- **Higher Secondary certificate (2018)**

### Cumilla Government College

- **Secondary School certificate (2016)**

### Cumilla Modern High School

## **EXTRA CURRICULUM ACTIVITIES**

### **LANGUAGE**

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- Bengali: Native profecency
- English: Professional Working Proficiency

### **PERSONAL INTEREST**

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- Content creation
- Reading non friction book
- Stock trading

### **COURSES AND CERTIFICATION**

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- By UnWomen for project "Sporshok"
- LEDP by ICT Ministry "Graphics Designing"

### **BRAC UNIVERSITY LEADERSHIP AND DEVELOPMENT FORUM (BULDF)**

Vice-president (November 2022 to current)

### **TEACH FOR BANGLADESH**

Campus Ambassador ( February 2023 to current)

### **BRAC UNIVERSITY PEACE CAFÉ**

Volunteer( January 2020 to march 2022)

### **National Newspaper Olympiad (Season: 2 )**

Executive of Public Relations

### **BRAC University Response Team(BURT)**

Facilitator( January 2020 to march 2021)

## **EVENT ORGANIZED**

- Fall-2022(2nd Octtober) Brac University orientation

- Work with vendors as a representative of Brac University
- Overall managing the whole event on the day of the event
- Handling crowd of over 3500 people with a team of 100 people

- Bongo Marathong -17th March, 2022

- Arranged a very first marathon at Brac University
- Participant 150 people

- Spread Wellness- 27th Apri , 2022

- We have Distributed more than 300 iftars to our very own Dhaka South Traffic Police on their Duty Time
- Whole Event was Solely organized under my supervision