



PROFILE INFO

Detail-oriented professional with a Bachelor's degree and ongoing Master's in **Peace and Conflict Studies** from the **University of Dhaka**, bringing hands-on experience in office administration, documentation, and data management.

Skilled in organizing sensitive records, preparing reports, and streamlining daily workflows with accuracy and efficiency.

Proven ability to support institutional operations through bilingual (Bangla and English) communication, digital tools, and strong organizational skills.

Dedicated to delivering reliable administrative support that enhances productivity and ensures smooth functioning of organizational processes.

SKILLS

• Typing Skills:

- Bangla Typing: 30+ WPM
- English Typing: 50+ WPM
- Arabic Typing: 30+ WPM

• Software Proficiency:

- MS Word, Excel, PowerPoint
- Data Entry and Table Formatting
- Google Sheets & Docs
- PDF Conversion and Editing
- Adobe Premiere Pro

FURKAN AZAD SHAKIB



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CURRENTLY LIVING IN

15/1, Gaus Nagar

New Eskaton Road

Dhaka - 1000



EXPERIENCE

JULY 2025 OFFICE ASSISTANT

SEPT 2025 Registrar's Office, University of Dhaka

- Documented official records of DU students injured during the July–August Uprising.
- Handled sensitive administrative files with accuracy and confidentiality.
- Prepared, sorted, and digitized daily office documents.
- Managed bilingual data entry and record-keeping with MS Office tools.
- Supported senior officials with document flow and information management.

AUG 2023 CONTENT DEVELOPER (ENGLISH)

JAN 2024 10 Minute School

- Developed PowerPoint slides for English First & Second Paper online classes.
- Created lecture notes and study materials to support student learning.
- Developed MCQs, model questions, and exam resources for online courses.
- Collaborated with instructors to ensure quality and clarity of content.

MARCH 2022 RESEARCH ASSISTANT

APRIL 2022 National Integrity Strategy (NIS) Support Project – Phase 2

Facilitated by: Saifuddin Ahmed (Associate Professor & Current Proctor, University of Dhaka)
Funded by: JICA and Cabinet Division, Government of Bangladesh

- Conducted endline survey on NIS implementation across multiple sectors.
- Collected and organized quantitative & qualitative field data.
- Managed bilingual (Bangla & English) data entry using MS Office.
- Assisted in field coordination and preliminary data review.

LANGUAGE PROFICIENCY

- Bangla: Native
- English: Fluent
- Arabic: Beginner

OTHER SKILLS

- Accuracy & attention to detail
- Confidential data handling
- Time management under pressure

REFERENCE

Saifuddin Ahmed

Associate Professor and Proctor

University of Dhaka

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Nayeem Durjoy

Subject Matter Expert (English)

10 Minute School

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Deputy Registrar

Office of the Treasurer

University of Dhaka

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EDUCATION

2023

NOW

Master of Social Science (MSS)

University of Dhaka

Department of Peace and Conflict Studies

CGPA: Course Running

2020

2023

Bachelor of Social Science (BSS)

University of Dhaka

Graduated from the Department of Peace and Conflict Studies

CGPA: 3.54/4.00

2017

2019

HSC

Government Rajendra College, Faridpur

Humanities

Dhaka Board

GPA: 4.67/5.00

2017

SSC

Molamer Dangi High School

Humanities

Dhaka Board

GPA: 4.45/5.00



DECLARATION

I hereby declare that all the information provided above is true and accurate to the best of my knowledge.

Signature: