



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: 25+ WPM
- English Typing: 50+ WPM
- Arabic Typing: 25+ WPM

• Software Proficiency:

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

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

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
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Proctor
University of Dhaka
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Muhammad Ruhul Amin
Deputy Registrar
Office of the Treasurer
University of Dhaka
Phone: 01712866178
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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: