

ISRAKA JAHIR

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📍 596, Kawla, Dhaka

ABOUT ME

Detail-oriented and organized CSE graduate with strong experience in data entry, documentation, academic administration, reporting, and record verification. Seeking the position of Data Entry / Computer Operator at NSU to contribute to efficient administrative support and data handling within the TTO.

EDUCATION

MSc in Computer Science & Engineering – NSU, Dhaka (2024-Present)

BSc in Computer Science & Engineering – NSU, Dhaka (2019 – 2023)
CGPA: 3.69

HSC – Milestone College, Dhaka (2016 – 2018)
GPA: 4.89

SSC – Milestone College, Dhaka (2014 – 2016)
GPA: 5.00

WORK EXPERIENCE

Guest Worker (Administration – Safety & Security) – NSU (May 2024 – June 2025)

- Writing official memos and administrative documents
- Verifying and validating club documents for security clearance
- Archiving and indexing documents
- Assisting administrative officers in daily operations

Graduate Teaching Assistant – Department of ECE, NSU (Jan 2023 – June 2024)

- Conducted tutorials and assisted students with coursework
- Supported faculty in grading assignments, quizzes, and exams
- Managed academic documentation and digital records

Undergraduate Teaching Assistant – Department of ECE, NSU (June 2022 – Dec 2023)

- Assisted in tutorials and student consultations
- Graded homework and assignments with accuracy
- Supported quiz/exam proctoring and academic administration

CERTIFICATIONS & LANGUAGE PROFICIENCY

IELTS Academic – Overall 7.5

- Listening: 9.0 | Reading: 8.5 | Writing: 6.5 | Speaking: 6.5

Languages: Bangla (Native), English (Fluent)

SELECTED PROJECTS

A Data-Driven Approach to Understanding Factors Affecting Academic Performance

- Analyzed student performance data
- Used Random Forest, SVM, KNN
- Conducted data cleaning, preprocessing, feature engineering

Asianroots – Skincare Decision Support System

- Web-based platform to predict user skin types and recommend products
- MySQL database + PHP backend
- Built repository for harmful chemical detection

PUBLICATION

Advancing Recidivism Prediction for Male Juvenile Offenders: A Machine Learning Approach

– Springer, CoMeSySo 2023

SKILLS

- Administrative & Documentation: Data Entry, Record Management, Archiving, MS Office, Memo Writing
- Technical: HTML, CSS, PHP, MySQL, Adobe Photoshop, Illustrator, Canva, Figma, Python, MATLAB
- Soft Skills: Communication, Problem-solving, Organization, Time Management

EXTRACURRICULAR ACTIVITIES

Joint Secretary, NSU Computer & Engineering Club (2023–2024)

- Led Media & Promotion Team
- Managed content writing and design
- Contributed to major academic and tech events

REFERENCE

Sqn Ldr (Retd) Kamrunnahar Khan

Deputy Chief of Security, Department of Administration, NSU

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