

## Md. Abu Saied Khandoker Shimul

**Address :** Purbo Fakirpara, Taluk Shimulbari, Miapara 5680, Phulbari, Kurigram, Bangladesh.

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## Education

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### Begum Rokeya University, Rangpur

*Bachelor of Social Sciences*

*Major in Public Administration*

Rangpur, Bangladesh

**March 2022 - February 2025**

**3<sup>rd</sup> Year 2<sup>nd</sup> Semester on going**

**Result: 3.25/4.00**

### HSC- (Police Lines School and College, Rangpur)

Group: Humanities

Rangpur, Bangladesh

**Passing of Year 2020**

**Result: 5.00/5.00**

### SSC- (Fulbari Jossi Mian High School)

Group: Science

Kurigram, Bangladesh

**Passing of Year 2018**

**Result: 5.00/5.00**

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## Work Experience

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### StepUp 4 Tomorrow

*Human Resource Manager, National Team, Bangladesh*

- At StepUp 4 Tomorrow, Bangladesh, my responsibilities include overseeing recruitment, employee relations, performance, and compliance to promote organizational success and a healthy work environment

Dhaka, Bangladesh

**January 2025 - Present**

### UHH – Universal Help Hub

Charity Organization

Volunteer, Rangpur Team

- Co-operate event, project of Universal Help Hub Team.

Rangpur, Bangladesh

**May 2022 – Present**

### Public Administration Student Association (PASS)

Executive Member

- As an executive member of the Public Administration Student Association (PASS), I led initiatives, organized events, and represented student interests. Dept. of Public Administration, Begum Rokeya University, Rangpur.

Rangpur, Bangladesh

**November 2022 - December 2023**

### Friends Film Production

Founder and Director

- I handle the creative vision and professional approach for Friends Film Production, which produces short films and documentaries.

Bangladesh

**April 2020 - Present**

### University Students Association of Fulbari –(USAF)

General Secretary

- I manage 300 student communications, arrange meetings and reunions, and provide members support of USAF.

Fulbari, Kurigram, Bangladesh

**July 2024 - Present**

## **Project Iftar (StepUp 4 Tomorrow)**

Chief Executive, Rangpur Team

- I managed event planning, resources, and execution to assure success and effect on the underprivileged community.

Rangpur, Bangladesh

**April 2024 – May 2024**

## **StepUp 4 Tomorrow**

Volunteer, Rangpur Team

Rangpur, Bangladesh

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## **Training, Workshop and Certification**

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Enhancing Digital Government and Economy (EDGE) Project, ICT Division

Rangpur Bangladesh

Digital Skills For Students-

17<sup>th</sup> December, 2024 – 7<sup>th</sup> January, 2025

### **Computer Fundamental and Office Application**

- Attended two-month training on Computer Fundamental and Office Application under ICT Division.

Alison – Education Company

Rangpur, Bangladesh

Online Course :

December , 2024

### **Fundamentals of Project Management**

- I learned and completed project management methodology, tools, documentation, project life cycle, and assessment of this course.

WADHWANI Foundation

Rangpur, Bangladesh

### **Employability Skills – Job Ready**

October 2024 – November 2024

- Completed a soft skills and employability skills course and got 80% marks under the WADHWANI Foundation.

Teach For Bangladesh

Rangpur, Bangladesh

### **Skill Building Workshop on Communication**

February 2025

- Actively participated in a skill-building workshop on communication, A.C.E. (Amplify, Communicate, Elevate) of Teach For Bangladesh.

Public Administration Student Association (PASS)

Rangpur, Bangladesh

### **Workshop on Leadership**

April 2023

- Attended workshop and increased leadership skills.

Bangladesh Youth Climate School, Brighters

Dhaka, Bangladesh

### **Training on Understanding UNFCCC and COP Process**

January 2025

- Actively participated and learned about UNFCCC and COP processes.

Scholarship Support Office,

Rangpur, Bangladesh

Begum Rokeya University, Rangpur (BRUR)

February 2025

### **Information Session on Higher Education and Research opportunities in Australia**

- Completed a two-days information session on higher education and research opportunities in Australia.

- Participated in volunteer and involved in this training.

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## Award and Achievements

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**1<sup>st</sup> Position Award Winner, Tagore International Film Festival, India**

**Project : WISH**

**About WISH : Social awarness about child labour.**

Category : Bengali Short Film, Total Project : 120

Event Date : October 22, 2022

**Semi-Finalist, Lisbon Film Rendezvous**

**Project : WISH**

Tracking Number : 6995 Event Date : Novenber 26, 2022

**Official Selection of 12<sup>th</sup> CMS International Children's Film Festival 2023**

**Project : WISH**

Category : Children films , Event Date : April 10, 2023

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## Skills

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**Technical** : Microsoft Office, Report Writing, Risk Management

**Language** : Fluent Bengali (Mother Tongue)

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## Reference :

**Dr. Md. Anwar Hossen**

Assistant Surgeon (OSD),

Bangabandhu Sheikh Mujib Medical University, Dhaka

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Signature : 