



RIAZ AHMED RIZU

Law Graduate | Legal Research | Legal Writing | Compliance & Policy Support

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CAREER OBJECTIVE

Law graduate from East West University with internship experience in legal research, article preparation, and policy-focused writing. Brings strong analytical ability, structured documentation skills, and exposure to criminal justice, international law, policy reform, and international labour standards. Seeking an entry-level legal, compliance, research, or corporate affairs role where legal knowledge, disciplined communication, and a problem-solving mindset can support sound decision-making and organizational growth.

EDUCATION

East West University Bachelor of Law CGPA: 2.93/4.00	2019 - 2025
Brindabon Govt. College Higher Secondary School Certificate GPA: 3.92/5.00	2016 - 2018
Habiganj Govt. High School Secondary School Certificate GPA: 4.89/5.00	2011 - 2016

CORE COMPETENCIES

Legal Research • Legal Writing • Criminal Justice Research • International Law • Policy Reform • International Labour Standards • Compliance Awareness • Case Analysis • Critical Thinking • Public Relations • Project Coordination • Teamwork • Leadership • Time Management • Effective Communication

EXPERIENCE

OFFICER

Foreign Guides

Apr 2026 – Present

- Communicate with students to provide guidance on study abroad opportunities, admission requirements, and application procedures.
- Manage university portals and coordinate application submissions to ensure accuracy, completeness, and timely processing.
- Support students throughout the application and visa documentation process by organizing required information and maintaining proper follow-up.
- Assist with urgent administrative and operational tasks to ensure smooth service delivery and team coordination.

Legal Research Intern (Remote)

Oct 2025 - Nov 2025

Record of Law

- Conducted legal research on contemporary and comparative law topics, including criminal justice, international law, and policy reform.
- Supported preparation of articles and opinion pieces for publication on the Record of Law platform.
- Reviewed legal materials and summarized findings to strengthen accuracy, clarity, and practical relevance.
- Applied analytical thinking and structured writing to communicate complex legal issues in an accessible manner.

TRAINING & COURSES

- Continuing Legal Education 1: Introduction to International Labour Standards
- Getting Started with Microsoft Excel - Coursera
- PRDV224: Leadership and Teams - Saylor Academy

EXTRACURRICULAR ACTIVITIES

East West University Environmental and Social Club

General Member

- Participated in club activities focused on environmental awareness, social engagement, and student collaboration.
- Developed teamwork, communication, leadership, and public relations exposure through campus-based initiatives.

TECHNICAL SKILLS & LANGUAGES

Research & Documentation: Legal research, article drafting, policy review, documentation, structured writing

Office Tools: Microsoft Excel, document preparation, professional correspondence

Languages: Bangla (Native), English (Advanced); IELTS 6.5

REFERENCES

- Ali Mashraf** | Lecturer, East West University | Phone: 01534-569854 | Email: ali.mashraf@ewubd.edu
- Md. Martuz Ali** | Branch Manager (Retd.), Agrani Bank PLC | Phone: 01732-668833