

Md Shah Alam

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Career Objective

Social Science professional with a Master's degree in Sociology and experience in **community engagement, youth development, research, stakeholder communication, documentation, and event coordination**. Experienced in working with diverse groups, organizing youth and community-focused programs, coordinating teams, and communicating information effectively through interpersonal and written channels. Strong understanding of social issues, inequality, migration-related communication, and vulnerable communities through academic research and professional experience. Skilled in **community outreach, stakeholder engagement, report preparation, MS Office, data handling, and field-level coordination**.

EDUCATION

Degree / Exam	Institution	Group / Major	Year of Completion	Result
Master of Social Science (MSS)	Dhaka College	Sociology	2022	CGPA: 3.34 / 4.00
Bachelor of Social Science (BSS)	Dhaka College	Sociology	2021	CGPA: 2.94 / 4.00
Alim	Manikganj Islamia Kamil Madrasah	General	2017	GPA: 5.00 / 5.00
Dakhil	Manikganj Islamia Kamil Madrasah	Science	2015	GPA: 4.89 / 5.00

PROFESSIONAL EXPERIENCE

Manager - World Visa Solution

October 2025 – January 2026

- Guided clients on visa, migration, travel, and documentation requirements, ensuring clear and accurate communication of relevant information.
- Communicated with individuals from diverse backgrounds through phone, face-to-face consultations.
- Maintained professional relationships with clients and followed up on applications.
- Prepared operational reports and maintained records using Microsoft Office.

Executive Officer - World Visa Solution

April 2025 – September 2025

- Guided applicants regarding visa requirements and documentation.
- Maintained digital and physical records of client applications.
- Maintained application records and follow-up communications.
- Communicated with clients through phone, email, and in-person consultations.

Manager – Sofatory furniture

March 2024 – February 2025

- Managed daily administrative and operational activities while coordinating with customers, suppliers, and management.
- Built and maintained professional relationships with diverse stakeholders.
- Coordinated orders, deliveries, and operational activities to ensure smooth service delivery.
- Prepared routine reports and documentation using Microsoft Word and Excel.
- Resolved customer concerns through effective communication, problem-solving, and timely followup.

Campus Correspondent — Daily Naya Diganta

September 2023 – Jun 2024

- Communicated with diverse people in time-sensitive environments.
- Maintained accuracy in information handling and documentation.
- Worked under pressure while meeting deadlines.

Research Assistant | Dhaka University

July 2023 – February 2024

- Collected, organized, and analyzed research data.
- Prepared research reports and maintained project documentation.
- Managed spreadsheets and research databases.

Leadership & Innovation Experience

Central Executive Member — Phulkuri Ashar (National Children Organisation)

- Organized and supported leadership camps, youth development programs, seminars, and community-focused activities.
- Supported participant registration, logistics, event planning, and team coordination

Office Secretary — Social Science Club, Dhaka College

- Maintained official documents, meeting records, notices, and correspondence.
- Assisted in organizing academic, social, and student-focused programs.
- Coordinated with members and stakeholders to support successful events and activities.

Founder & General Secretary — Jagoroni Kishor Club, Manikganj.

- Managed event logistics, documentation and team coordination.
- Coordinated youth-focused activities and community engagement initiatives

Skills & Interests

- **Technical Skills:** Proficient in MS Office(Microsoft Word, Excel, PowerPoint) Google Docs & Google Sheets, Internet Research, Email Communication, Graphic Design.
- **Soft Skills:** Excellent communication, presentations, teamwork, problem-solving, work under pressure and stakeholder management.

Trainings & Certifications

- **Workplace Communication Essentials** – UNICEF (Passport to Earning Bangladesh)
- **Excel Essentials for Workplace Productivity** – UNICEF (Passport to Earning Bangladesh)
- **CareerX 34** – Bangladesh Youth Leadership Center, BYLC (2024)
- **Microsoft Office Program** – Technical Training Centre (TTC), Manikganj.
- **Graphic Design and Web Design Course** – World IT Solution (2022)

Additional Achievements

- **Co-author** of a research paper on climate change and social inequality.
- Certified in Microsoft Office Applications.
- Completed Workplace Communication and Excel Productivity training from **UNICEF**.
- Completed Communication & Leadership Management training from **Lead Academy**.

Languages

Bangla — Native

English — Fluent (spoken & written)

REFERENCES

Monjur Mohammad Shahriar

Project Director,

Digital Entrepreneurship and Innovation Eco-System Development (DEIED) Project

Bangladesh Hi-Tech Park Authority (BHTPA)

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DECLARATION

I certify that all information stated in this curriculum vitae is true and complete to the best of my knowledge.

Shah Alam

Md Shah Alam

Date: July 26, 2026