

Modhusudon Karmokar

Graduate in political science.

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CAREER OBJECTIVE

This is Modhusudon Karmokar, I have recently completed my graduation in political science. Actually, I am adaptable detail-oriented political science graduate with Excel proficiency, strong work ethic, and ability to thrive under pressure, aiming to grow in an entry-level role.

ACADEMIC QUALIFICATION

Bachelor of Social Science (BSS) in Political Science.

National University

Result: 3.34 out of 4.00

Session: 2018-2019

Passing Year: 2022

Higher Secondary Certificate

New Government Degree College, Rajshahi.

Group: Arts

GPA: 4.00 out of 5.00

Passing Year: 2018

Secondary School Certificate

Kalidash Khali High School, Rajshahi

Group: Science

GPA: 4.94 out of 5.00

Passing Year: 2016

ACADEMIC WORK

- ❑ **Conducted data analysis** on student feedback surveys using Excel (Pivot Tables, Charts, VLOOKUP) to identify key patterns and present findings.
- ❑ **Developed structured research reports** with clear data visualization and logical arguments, improving clarity of academic presentations.
- ❑ **Organized and cleaned datasets in Excel**, ensuring accuracy and reliability for philosophy research projects.
- ❑ **Designed and delivered presentations** on ethical and logical reasoning topics, demonstrating strong communication and critical thinking.
- ❑ **Applied analytical and problem-solving skills** to interpret complex theories and translate them into structured arguments and reports.
- ❑ **Collaborated with peers on** group projects, coordinating research tasks and compiling results into professional reports.

SKILLS

Microsoft office skills:

- ❑ Microsoft Excel.
 - **Excel (Advanced):** VLOOKUP, Pivot Tables, Data Cleaning, Conditional Formatting,

Charts & Graphs.

- ☐ Microsoft Word
 - (Report Writing, Presentations)
- ☐ Microsoft PowerPoint.
- ☐ Emailing and Browsing.

CORE SKILLS

Analytical & Critical Thinking – Ability to evaluate information logically and solve problems.

Problem-Solving – Finding creative and practical solutions under pressure.

Communication Skills – Clear writing and presenting ideas effectively.

Adaptability & Quick Learning – Picking up new tools and processes fast.

Attention to Detail – Ensuring accuracy in work and data.

Time Management – Balancing multiple tasks and meeting deadlines.

Teamwork & Collaboration – Ability to Work effectively with colleagues across departments.

Decision-Making Ability – Applying logic to choose the best course of action.

Technical Proficiency – Advanced Excel, MS Office, Google Sheets.

LANGUAGE

English-Good at writing and speaking.

Bengali-Native.

SELF-ASSESSMENT

- ☐ Full responsibility for duties.
- ☐ Positive attitude, hard-working.
- ☐ Eagerness to show my skill in the assigned jobs.
- ☐ Able to work individually and in groups.
- ☐ Adaptable to any environment.

ACTIVITIES

- ☐ participated in **political science debates and policy discussion forums**, developing analytical and critical thinking on governance and public policy.
- ☐ Organized and coordinated **workshops, seminars, and cultural events** related to political awareness and civic education.
- ☐ Volunteered in **student organizations and political/social clubs**, promoting civic engagement and leadership.
- ☐ Engaged in **community service programs**, demonstrating commitment to public service and social development.
- ☐ Took part in **awareness campaigns and advocacy drives** on social, political, and national issues.
- ☐ Participated in **environmental and social responsibility initiatives**, reflecting an understanding of sustainable development and public policy impact.

REFERENCES

- **Rajib Kumer Saha**
Principal Officer, Rupali Bank PLC, Rajbari.
Contact No: 01710-276260
Email: rajibsaharbl@gmail.com
- **Hanif Miah**
Lecturer, Shawdolla Government College, Rajshahi.
Contact No: 01716-076333
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DECLARATION

I, the undersigned declare that, according to my knowledge and belief, this curriculum vitae correctly describes my qualifications and myself.



Applicant's Signature