

MAHDIAT HUSNA ORFI

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PROFESSIONAL SUMMARY

Detail-oriented Public Administration graduate with a strong analytical foundation in data visualization, project coordination and modern workspace technologies. Experienced in translating research datasets into structured business intelligence using Excel, SPSS and Power BI. Highly adaptable, proactive and certified in process management, with a proven ability to streamline operations and deliver data-driven solutions in dynamic organizational setups.

EDUCATION

Bachelor of Social Sciences (BSS) in Public Administration

Bangladesh University of Professionals (BUP) | 2022 - 2026 | Grade: **CGPA: 3.62**

Higher Secondary Certificate (HSC)

Rajshahi Shikkha Board Model Govt. College | 2019 - 2021 | Grade: **GPA: 5.00**

Secondary School Certificate (SSC)

Shahid Nazmul Haque Girls' High School | 2017 - 2019 | Grade: **GPA: 4.50**

CORE SKILLS & TECHNICAL PROFICIENCIES

- Data & Analytics:** Advanced Excel (XLOOKUP/VLOOKUP, Pivot Tables, SUMIFS/COUNTIFS, Data Validation, Logical IFs), Power BI (Dashboards), SPSS Statistical Analysis, Basic SQL
- Operations & Workflows:** Project Coordination, Workflow Optimization, Asana, Trello (Kanban Boards), CRM/ERP Frameworks (Microsoft Dynamics 365 navigation)
- Collaboration & Tools:** Google Workspace, Microsoft Teams, Slack, Survey Design (Typeform, Google/Microsoft Forms), Prompt Engineering (Generative AI for business drafting)
- Core Competencies:** Research Methodology, Analytical Report Writing, Cross-Functional Teamwork, Presentation Design (Canva), Public Speaking

PROJECT COORDINATION & RESEARCH EXPERIENCE

Project Coordinator & Lead Researcher (Ongoing Project)

Sylhet, Bangladesh

Project: Assessing the Effectiveness of the Social Safety Net Program Among Tea Garden Workers

- Spearhead field coordination and data collection schedules to evaluate local socio-economic support initiatives.
- Formulate structured data entry and validation protocols to manage and normalize complex research datasets.
- Conduct descriptive data analysis and coordinate stakeholder reporting outputs.

Academic Research & Project Management

BUP, Dhaka

- **Operational Management:** Coordinated fieldwork, data curation, and timeline tracks for community-focused urban sanitation and health studies.
- **Analytical Writing:** Synthesized policy structures, digital taxation frameworks, and governance studies into clean, visual reports for review.
- **Process Optimization:** Led cross-functional student teams under strict timelines, ensuring top-tier accuracy in data entry and final project submissions.
- **Digital Survey Design:** Built and deployed interactive logic-based surveys via Google Forms to accelerate primary data capture cycles.

PROFESSIONAL CERTIFICATIONS & TRAINING

- **Business Analysis & Process Management** — Coursera (Operational workflows and business strategy modeling)
- **Power BI for Data Visualization** — Unbolt Academy (Interactive dashboard generation and data modeling)
- **SPSS for Data Analysis (Basics)** — Demographic data categorization and quantitative research
- **Research Methodology Training** — BARD (Socio-economic research design, ethical field coordination)

LANGUAGES

Bengali (Native) • English (Fluent) • French (Basic)

PROFESSIONAL REFERENCES

Md Robiul Islam

Assistant Professor

Department of Public Administration

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