

MD REZAUL HAQUE IRFAN

Administration & Office Management Professional

Adarsha Sadar, Cumilla, Bangladesh

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CAREER OBJECTIVE

Results-oriented Economics graduate with strong proficiency in MS Office Suite (Word, Excel, PowerPoint) and hands-on experience in data management and reporting. Seeking an administrative or office management role where I can apply my organizational skills, attention to detail, and analytical abilities to drive efficient office operations and support organizational growth.

EDUCATION

MSS in Economics Comilla University CGPA: 2.92 / 4.00	2023
BSS in Economics Comilla University CGPA: 3.21 / 4.00	2022
HSC — Science Kalikapur Abdul Matin Khasru Govt. College GPA: 4.67 / 5.00	2017
SSC — Science Comilla High School GPA: 4.72 / 5.00	2015

WORK EXPERIENCE

Research Assistant Dept. of Economics, Comilla University Supervisor: Prof. Zakir Saadullah Khan Managed and organized research data using MS Excel and statistical tools. Prepared formatted reports and documentation using MS Word and PowerPoint. Contributed to project: "Citizen's Satisfaction in City Corporation Services — Comilla City Corporation."	Oct 2023 – Dec 2023
Executive Member — Economics Club Dept. of Economics, Comilla University Handled administrative coordination, scheduling, and event documentation. Maintained records and prepared reports for club activities and academic events. Demonstrated strong leadership, teamwork, and effective communication skills.	Jan 2023 – Dec 2023

SKILLS

MS Office:	MS Word (Advanced), MS Excel (Advanced), MS PowerPoint (Advanced)
Technical:	Stata, E-Views, SPSS, Minitab, Data Entry & Management, Report Writing
Admin:	Office Coordination, Record Keeping, Scheduling, Documentation, Filing
Soft Skills:	Communication, Analytical Thinking, Problem Solving, Team Leadership, Adaptability
Languages:	Bengali (Native) English (Working Knowledge)

TRAINING & WORKSHOPS

Computer Office Application	BTEB, Dhaka	December 2024
Research Methodology	Economics Club, Comilla University	July 2023
Basic Statistics with Minitab	Economic Learning Club, Comilla Univ.	June 2022
PowerPoint Mastery & Presentation	Economics Club, Comilla University	August 2019

CAREER INTERESTS

Administration & Office Management ▶ Data Entry & Reporting ▶ Corporate Operations ▶ Market Analysis ▶ Field Operations