

Abdus Sami Anon

Dhaka, Bangladesh | +8801721057314 | anon.abdus@gmail.com | linkedin.com/in/abdus-sami-anon

Profile

BRAC University graduate with experience in communication, documentation, field research, editorial coordination, and organised information handling. I have worked with programme teams, media stakeholders, contributors, and field participants, preparing reports, summaries, written materials, case notes, and presentations with attention to clarity, confidentiality, and deadlines. I am interested in a university administration role where I can support students, maintain accurate records, coordinate across departments, and contribute to a smooth service experience.

Relevant Strengths

Student-facing communication	Documentation and record organisation
Stakeholder coordination	Confidential information handling
Report, briefing, and presentation support	Email, phone, and in-person communication
Research, verification, and source review	Timeline and follow-up management
MS Word, Excel, PowerPoint, Google Workspace	Bangla and English communication

Professional Experience

Content Editor <i>The Delta</i>	Oct 2025 – Feb 2026 Dhaka
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- Coordinated with contributors and managed editorial timelines across multiple assignments.
- Reviewed and organised information on governance, politics, and social issues before publication.
- Maintained fact-checking, documentation, and editorial quality standards.
- Turned complex information into clear written outputs for general readers.

Field Research Associate, Contract <i>DigiGram Ventures Ltd</i>	Feb 2025 – Aug 2025 Dhaka and Rangunia
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- Conducted 40+ in-depth interviews with programme participants and documented responses in a structured format.
- Collected, recorded, and organised qualitative and quantitative data with accuracy and confidentiality.
- Prepared participant profiles, case notes, and field documentation for internal use.
- Communicated with participants and team members professionally during field-level work.

External Communications Intern <i>BRAC Bridge Internship Programme</i>	Aug 2024 – Jan 2025 Dhaka
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- Prepared press releases, newsletters, monitoring summaries, presentation materials, and programme communication documents.
- Supported coordination with programme teams, media representatives, and external stakeholders.
- Prepared bi-weekly summaries and PowerPoint briefings for internal reporting.
- Helped document programme activities, visibility materials, and follow-up information.

Social Media Strategy Intern <i>Dhaka Tribune</i>	Jul 2024 – Oct 2024 Dhaka
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- Managed and scheduled 150+ digital posts while maintaining content calendars and workflow discipline.
- Reviewed headlines, captions, and content performance to support editorial decisions.
- Contributed to a 22% improvement in click-through rate through content testing and refinement.
- Helped increase content reach by 35% through stronger content selection and caption strategy.

Journalist <i>BRACU Express</i>	2023 – 2024 Dhaka
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- Reported campus news stories, interviews, and opinion pieces for the university publication.
- Communicated with students, university community members, and contributors for stories and interviews.
- Participated in workshops on reporting ethics, interviewing, and editorial standards.

Education

Bachelor of Arts in English and Humanities

2021 – 2025

BRAC University | Major: Media and Cultural Studies

Selected Writing

- *Inside Katabon: The Pet Market that Exposes Bangladesh's Animal Welfare Failures* – Feature, The Deltagram
- *Art on Wheels, Lives in Limbo: Inside Dhaka's Rickshaw Divide* – Feature, The Deltagram
- *Sipping Tea, Swallowing Exploitation* – Op-ed, Dhaka Tribune Z Magazine
- *Bangladesh's Quest for Freedom in an Orwellian Era* – Op-ed, Dhaka Tribune Z Magazine

Certifications and Volunteer Experience

- Internship Certificate, External Communications, BRAC
- Internship Certificate, Social Media Strategy, Dhaka Tribune
- Media Reporting, Interviewing and Ethical Journalism Training, MRDI, 2024
- Volunteer, Newspaper Olympiad Flood Relief Initiative
- Volunteer, Clean Bangladesh 2.0 Environmental Campaign, BRAC University

References

Available upon request.