

YEASIN ALI

Village: Kholpetua, Post: Gabura (9454),
Thana: Shyamnagar, District: Satkhira
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Career Objective

Dedicated administrative officer with over 8 years of experience in university administration and NGO operations. Proficient in MS Office applications and ERP software, with strong skills in report preparation, documentation, and customer service. Seeking a challenging position where I can utilize my administrative and technical skills to support organizational objectives and build strong stakeholder relationships.

Professional Experience

☐ Organization name: Northern University Bangladesh.

Admin Officer: Controller of Examinations.

Employment Period: 20 October, 2022 - Present.

Job Responsibilities:

Administrative & Coordination Support:

- Organized convocation ceremonies and supported general administrative operations.
- Helping the Controller of Examinations for receiving, printing, distribution, and preservation of question papers and the exam schedule.
- Initiating all notes, notices, and files for smooth conduct of examinations and publication of results.
- Verifying students' files and their previous academic documents before providing transcripts and certificates to the students.
- Verifying the Partial Transcript, Official Transcript, Provisional and Original Certificate and placing them with the Controller of Examinations for authentication.
- Digitized and maintained secure academic records using ERP software.
- Verified semester final examination results.
- Coordinated examination logistics for over 1,200 students per semester.

Documentation & Record Management:

- Preserving the grade sheets and results, Collecting and securely storing completed answer scripts and confidential documents.
- Maintain proper filing systems (digital and physical) for official documents, ensuring easy retrieval.
- Prepare official letters, notices, circulars, meeting minutes, and reports in both Bangla and English.
- Safely dispose of expired exam-related materials in accordance with university guidelines.
- Documentation: Prepare data collection and analysis summaries. Maintain organized records of findings. Scan and digitize important examinations and documents to make them easily accessible when needed. Keep updated records of all exams.

MS Office & Technical Tasks:

- Use MS Word for drafting and formatting official documents.
- Prepare structured Excel sheets for reports, data tracking, and analysis.
- Design professional PowerPoint presentations for meetings, seminars, and events.
- good knowledge of email drafting, digital communication, and basic database handling.

☐ Organization name: Southern Charity Foundation (Reg. No: Sat-1225/15)

Designation: Executive officer.

Project: Water for Life project.

Employment Period: 20 January, 2018 to May 15, 2022.

Location: Gabura & Padmapukur Union, Shyamnagar, Satkhira.

Job Responsibilities:

- Assist the Project Officer and Engineer in identifying safe and disaster-resilient locations for pure water systems.
- I have identified vulnerable beneficiaries (widows, orphans, and disaster-affected families) for support programs.
- Collected and analyzed field-level data to support tubewell installation.
- Supported distribution of water filters and emergency supplies.
- To cope with the water crisis, collect data by collecting water plants and collecting all the field-level information to provide tubewells.
- Aware of the session on the implementation of SCF under the order of executive officers and the meeting related to climate and disaster preparation among all communities.
- Helpless orphans and the damaged worker are selected by selecting the settlement house and preparing the list for the establishment of the latrine.
- Conducted livelihood surveys (sewing machines, auto vans, boats) and monitored progress.
- At the beginning of the project's entry, public awareness is focused on all communities related to COVID-19.

Organizational Involvement

☐ Ex-President, Student's Care Society (Session: 2020-2021)

- This organization aims at promoting educational activities among students and encouraging students to have extracurricular activities alongside their studies.

☐ Darul Hikma Nurani Academy, Khulna (January 2017 to January 01, 2018)

Designation: General Teacher of English

- Taught English and religious studies.
- Evaluated student performance and maintained discipline.
- Assist in academic administration and finance for academic management.

☐ Secretary, Forhad Kamarun Memorial Public Library (Reg. No: Shym/003)

Computer Skills

- Advanced proficiency in MS Word, Excel, and PowerPoint
- Email drafting and digital communication
- Good knowledge of ERP software, Internet operations, & basic database handling.
- Excellent typing skills English & Bangla with high accuracy.

Core Skills

- General Administration & Office Management
- Good organizational and time management capabilities.
- Customer Service & Stakeholder Management.
- Proficiency in using office ERP software and effective e-mailing tools. and report preparation skills.
- MS Office Applications (Word, Excel, PowerPoint)
- Strong organization skills, ability to handle multiple tasks effectively, and self-motivated.

Language Proficiency

- English – Excellent command in reading, writing, speaking, and listening
- Bangla – Fluent in both written and verbal communication

Education

- **MSS (Master of Social Science)**
National University
Passing Year-2020
CGPA: 3.16/4.00

- **BSS (Bachelor of Social Science)**

National University

Passing Year-2019

CGPA: 2.95/4.00

- **Higher Secondary (Alim)**

Madrasah Board | General

Passing Year-2015

GPA: 4.07/5.00

- **Secondary (Dakhil)**

Madrasah Board | Science

Passing Year-2013

CGPA: 4.81/5.00

Personal Details

- Father's Name: Nawsher Ali
- Mother's Name: Asia Khanam
- Date of Birth: January 21, 1998
- Blood Group: A+
- NID: 7354608445
- Passport: A14326224
- Present Address: 111/2 Ashkona, Dakshin Khan, Dhaka-1230

Reference

- **Prof. Dr. Md. Mostafizur Rahman**
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Declaration of Statement

I, the undersigned, declare that all academic credentials, certifications, and employment records provided are accurate and verifiable. I understand that falsification may result in disqualification or termination.



Applicant's Signature