SHAKHAWAT HOSSAIN

Mobile: 01714-426550 | Email: shehab6550@gmail.com

Address: Village: Boldi, Post Office: Mukhi – 2230, Upazila: Gafargaon, District: Mymensingh, Bangladesh

Date of Birth: 10 January 1996 | Nationality: Bangladeshi



PROFESSIONAL SUMMARY

Graduate in Education (B.Ed Honours, National University) with a Higher Secondary qualification in Computer Operation. Experienced as a Research Officer at the Bangladesh Institute of Development Studies (BIDS), Ministry of Planning, in field data collection, accurate data entry and verification, documentation and report preparation. Strong computer and internet skills, and able to read, write and communicate in English. Also experienced in digital content and video editing using Adobe software. Physically fit, holds a valid driving licence (Light and Motorcycle), and able to work under pressure, meet deadlines, prioritise tasks and perform multi-tasking duties in office, field, operations and support roles in Bangladesh or abroad.

CORE SKILLS

- **Computer & MS Office:** Microsoft Excel (data entry, sorting, filtering, basic formulas, registers), MS Word, MS PowerPoint; typing, printing, scanning and file management
- **Data & Research:** field data collection, data cleaning and verification, numerical checking, record keeping, documentation and basic report writing
- **Office & Operations:** official correspondence, email and internet browsing, WordPress admin panel management, organising files and records, following instructions
- **Creative & Media:** Adobe Photoshop, Illustrator, Premiere Pro and After Effects; video editing and digital content production
- **Communication:** Bengali (native) and English (reading, writing and workplace communication); teamwork in a multicultural environment
- **Other:** valid Non-Professional Driving Licence — Light & Motorcycle; valid passport; willing to travel and work in field / shift duties

WORK EXPERIENCE

Research Officer — Bangladesh Institute of Development Studies (BIDS), Ministry of Planning

Project: Turning Green Growth into Green Jobs in Bangladesh | 03 July 2024 – 31 August 2024

- Entered, cleaned and maintained project data with careful numerical accuracy checks
- Verified field information against source documents, prepared reports and maintained organised records

Research Officer — Bangladesh Institute of Development Studies (BIDS), Ministry of Planning

Project: COVID-19 School Sector Response | 04 September 2022 – 08 December 2022

- Collected and verified field data and entered it into Excel registers accurately and on time
- Coordinated with team members in the field, followed written and oral instructions, and kept complete documentation

Video Editor & Digital Content Creator — Self-Employed (Online)

2016 – Present

- Edit and produce videos and designs with Adobe Premiere Pro, After Effects, Photoshop and Illustrator for online platforms
- Manage online content, files and publishing schedules independently and meet regular deadlines

EDUCATIONAL QUALIFICATION

Examination	Institute	Board / University	Year	Result
B.Ed (Honours) — Education	Govt. Teachers' Training College, Mymensingh	National University	2018	CGPA 3.03 / 4.00
HSC (Business Management) — Computer Operation	Gafargaon Technical and BM College, Mymensingh	Bangladesh Technical Education Board	2014	GPA 5.00 / 5.00
SSC — Science	Fazlul Haq Adarsha High School, Gafargaon	Dhaka Board	2011	GPA 4.38 / 5.00

TRAINING & CERTIFICATION

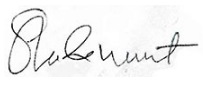
- **Computer Training:** MS Office — The EXPERT Program, MEDS IT Development Ltd. (2012) — Microsoft Word, Excel, PowerPoint, Windows installation & management, Internet use.
- **Graphic Design Training:** Graphic Design Masterclass Live Course, eShikhon.com (2021) — four months of live training in graphic design. Certificate verifiable online at eshikhon.com.

PERSONAL INFORMATION

Full Name	Shakhawat Hossain
Father's Name	Md Shahjahan
Mother's Name	Shamsunahar
Date of Birth	10 January 1996
Nationality	Bangladeshi
Religion	Islam
Marital Status	Single
Height	5 Feet 8 Inches
Blood Group	A (+ve)
National ID No.	1947788202
Passport No.	A07406802
Driving Licence	Non-Professional, Light & Motorcycle
Permanent Address	Village: Boldi, Post Office: Mukhi – 2230, Upazila: Gafargaon, District: Mymensingh

DECLARATION

I hereby declare that all the information stated in this curriculum vitae is true and complete to the best of my knowledge and belief.



Shakhawat Hossain