
Md. Akash Sheikh

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PROFESSIONAL SUMMARY

Experienced in graphics design, Skilled at project coordination, including planning, budgeting and team leadership. Has Strong administrative abilities in scheduling, documentation and cross-departmental communication. Passionate about continuous learning and staying updated on industry trends.

EXPERINCE

February, 2024 - Present

Student on Duty (SoD)

office of the registrar

- Dealing with students of IUB.
- Manage convocation students

February, 2024 - Present

Student on Duty (SoD)

Career Guidance Placement and Alumni Relations (CGP&AR)

- Manage Alumni's and Companies relationship with IUB.
- Internship program related works.

April, 2023 - Present

Project Co-ordinator

Motion Star Group

- Risk management, documentation maintenance, and ensuring quality standards.
- Budget management.
- Supporting the project team

April, 2023 - October, 2023

Data Operator Specialist

Tech-TrioZ

- Responsible for proficiently handling data entry
- Ensuring accuracy and efficiency in all assigned projects.

July, 2024 - Present

Head of Event Management

IUB ACM (Association for Computing Machinery) Student Chapter

SKILLS

- Graphic Designing.
- Data Operator.
- Event Planning and Management.
- Administration and Coordinator.
- Volunteering.
- MS Office(word, excel, power-point)

EDUCATION

- **B.sc in Computer Science (CS)**
Independent University, Bangladesh **Present**
- **Higher Secondary Certificate (HSC)**
Sreenagar Govt Collage **Passing year: 2020**
Board- Dhaka
GPA- **4.50**
- **Secondary School Certificate (SSC)**
Shulpur High School **Passing year: 2017**
Board- Dhaka
GPA- **4.41**

OTHERS

Independent University, Bangladesh (IUB)

25th Convocation, 2025

- Contributed as a volunteer for organizing and facilitating the 25th convocation in various tasks to ensure its success.
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Career and Networking Day, 2024

- Contributed as a volunteer for organizing and facilitating the Master's Programs Open Day, assisting in various tasks to ensure its success.

Deans' Ambassador Team Volunteer, 2022-23

- Actively participated as a member of the Deans' Ambassador Team, supporting in the promotion and management of the STAR Program.

Cohost/Presenter - "Developing an Engineering Mindset", 2022-23

- Collaborated with the Office of Graduate Studies, Research, and Industry Relations (GSRIR).
- Contributed to the success of the "Developing an Engineering Mindset" initiative.
- Worked closely with the Deans' Ambassador Team in promoting the program.