ABDULLAH AL TASHDID

BBA STUDENT IN MANAGEMENT INFORMATION SYSTEMS

Digital Publishing | Business Operations
Event Management

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PROFESSIONAL PROFILE

BBA student majoring in Management Information Systems at Leading University, with experience in digital publishing, financial administration, and event operations. Leads a 15-person editorial team and manages WordPress publishing. Holds leadership roles in university organizations, with responsibilities spanning recruitment, budgeting, public relations, and conference logistics.

CORE COMPETENCIES AND TECHNICAL EXPERTISE

Technical and Analytical Skills

- WordPress CMS and web publishing
- Canva graphics and editorial curation
- Advanced MS Office: Word, Excel, PowerPoint
- Cisco Packet Tracer and system documentation
- IBM SPSS Statistics: correlation and regression analysis, t-tests, hypothesis testing, ANOVA, reliability testing, and factor analysis.

Leadership and Operations

- Project management and team leadership
- Event logistics and resource allocation
- Budgeting and expense tracking
- Public relations and conflict management

Academic Foundation

- Management Information Systems
- Database Management Systems
- Project Management and Business Communication
- Marketing and Finance

Languages and Communication

- Bangla - Native
- English - Professional
- Urdu - Conversational

EDUCATION

Bachelor of Business Administration | Major in Management Information Systems
Leading University, Sylhet | Jul 2023 - May 2027 (Expected)

Higher Secondary Certificate | Business Studies
Habibullah Bahar College | GPA 4.08/5.00

Secondary School Certificate | Science
Katiadi Govt. High School | GPA 3.61/5.00

EXPERIENCE AND LEADERSHIP

Editor-in-Chief | Biz Insight Business Magazine
Oct 2026 - Present

- Lead 15 writers, designers, and sub-editors; coordinate daily assignments, content curation, and publishing schedules.
- Manage WordPress publishing operations and create visual assets and social media graphics in Canva.

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EXPERIENCE AND LEADERSHIP CONTINUED

Joint General Secretary | Leading University Model United Nations Association

May 2026 - Present

- Coordinate strategic planning, recruitment, and member onboarding; develop public speaking and policy writing workshops.

Director of Finance | Leading University Business Club

Apr 2026 - Present

- Manage budget allocations, track workshop expenses, and prepare financial audit reports for seminars and competitions.

Design & Creative Secretary | Leading University Research Society

Nov 2025 - Present

- Develop branding, promotional materials, and digital graphics using Canva.

Publicity Secretary | Orpheus - Bolt from the Rock

Apr 2026 - Present

- Manage digital communications, public relations campaigns, and online community outreach.

Co-Publicity Secretary | Leading University Social Service Club

Nov 2024 - Present

- Execute promotional campaigns and public communications for blood drives and humanitarian relief initiatives.

EVENT MANAGEMENT AND LOGISTICS

USG of Documentation | Leading University International Model UN 2025

- Supervised drafting, archiving, and distribution of committee reports and daily press releases.

USG of Accommodation | Leading University Debating Club National 2025

- Managed delegation accommodation, hospitality protocols, and hotel contracts.

Director of Logistics | LUIMUN 2024

- Coordinated venue setup, resource allocation, and procurement.

Director of Transportation | LU Intra MUN 2024

- Planned transportation schedules for VIP guest speakers and executive board members.

Conference Organizer | Student Research Conferences 2024 and 2025

- Coordinated VIP hospitality, delegate registration, and stage management.

HONORS AND AWARDS

- Special Mention Award - Metropolitan University National MUN 2025
- Verbal Mention - Leading University International MUN 2023