

## Curriculum Vitae

### **Md. Mudassir Alam**

Public Relation Officer (PRO)  
Central University of South Bihar  
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#### **Professional Qualification & Experience:**

Masters in Journalism & Mass Communication (2003-2005) from Aligarh Muslim University (AMU), Aligarh with 1<sup>st</sup> Division (87.50%) with experience of Over 15 years in the field of Media, Journalism and Manager Content.

#### **Current Employer & Responsibilities:**

- Working as **Public Relation Officer (PRO)** with Central University of South Bihar (Established by Central Universities Act, 2008) from 16<sup>th</sup> January 2014 till date.

Work responsibilities include managing the Public Relations department of the University and handling related works such as issuing Press releases in English, Hindi and Urdu to the media houses, organizing Press conferences as per the requirements on time-to-time basis, ensuring wide coverage for the University's happenings, activities, events and achievements. Taking care of the printing materials and publicity materials of the University like newsletters, brochures, Annual reports, University notice advertisement publication in newspapers, etc.

Keeping track with Hon'ble Vice-Chancellor for important events such as convocation and working neck-to-neck as a part of the core team. Monitoring the hospitality of dignitaries visiting the University in company of supporting staff of the department. Overall, presenting a good and positive image of the University before its stakeholders such as common people, students, parents / guardians of the students, faculty members and staff, and also the visitors with an extremely polite and professional approach.