

CURRICULUM VITAE (CV)

1	Present Position	:	Administrative Officer
2	Name of Institution	:	Centre for Urban Studies (CUS), Dhaka
3	Name of Applicant	:	Mostafa Md. Mostafizur Rahaman
4	Date of Birth	:	16 October, 1978
5.	Citizenship	:	Bangladeshi

6. Education:

Institution	Degree	Date of obtained
Khoksa Janipur Pilot Secondary School	S.S.C. (Humanities)	1994
Kushtia Government College	H.S.C. (Humanities)	1996
Shomospur Abu Taleb College under National University	Bachelor of Social Science (B.S.S)	1998
Pangsha College under National University	Masters of Social Science in Sociology (M.S.S)	2001
Post Graduate Diploma in Computer Science & Engineering	National Youth Training Center (NIT)	2003

7. Other trainings:

#	Course Title	Organization	Duration	Year
1.	Special training on Flight Cabin Crew	Institution: JobsA1.com	3 Months	2009
2	Financial and Administrative Training (Residence)	SDLG partners	2 Days	2012

8. Countries of Work Experience: Only in Bangladesh

9. Languages known:

Language	Speaking	Reading	Writing
English	Good	Good	Good
Bengali	Excellent	Excellent	Excellent

10. Employment record:

Form - To	2012 to Till date	2007-2011	2005 to 2006
Employer	Centre for Urban Studies (CUS), Dhaka	Centre for Urban Studies (CUS), Dhaka	Centre for Urban Studies (CUS), Dhaka
Position held	Administrative Officer	Officer Manager	Officer Manager cum Computer Operator

11. Detailed Tasks Assigned:

- Undertake a range of secretarial duties, including confidential letters, minutes and reports
- All secretarial tasks such as preparation of draft, office note, meeting schedule, appointment schedule etc.
- Arrange meeting & conference, taking notes for minutes & dictation for all information.
- Maintain the accounts section of the organization
- Complete all IT related works
- Produce and format work in line with management
- Maintain all confidential files, with particular reference to the organization.

- Record and log progress with external inquiries from external organizations and members of the public, liaison with the Delegates, other staff and other service areas as required.

12. Work Undertaking the Best Illustrates Capability:

1. Name of Project	Strengthening Democratic Local Governance (SDLG)
Year	2010 to 2012
Location	Project Management Office Centre for Urban Studies (CUS), Dhaka
Client	Tetra Tech ARD
Main Project Features	An Investigation into the Roles and Authorities of Local Governments in Bangladesh
Position Held:	Project Management Office
Activities Performed:	<ul style="list-style-type: none"> Generate reports for management meetings, monthly semi/ annual reports and any other special reports as and when required. Check quarterly project reports for accuracy and problems in consultation with Project Manager. Conducts quarterly project field audit and ensure the accurate information are processed in a timely. Ensure timely distribution of relevant. / reports/materials to the relevant offices; be responsible for maintenance, upgrading and proper use of all office activities related software, assist other staff to resolve their problems related to computer issues Ensure quality service of all data base by quality assurance checklist provider by organizing train

2. Name of Project	City Cluster Economic Development in the Dhaka Capital Region
Year	2008 to 2011
Location	Project Management Office Centre for Urban Studies (CUS), Dhaka
Client	Asian Development Bank
Main Project Features	This is a study of industry clusters of Dhaka for making a framework industry sector development.
Position Held:	Project Administrator
Activities Performed:	<ul style="list-style-type: none"> Maintains administrative staff by recruiting, selecting, orienting, and training employees; devising and conducting induction programmes; maintaining a safe and secure work environment; developing personal growth opportunities. Ensure proper maintenance of personal files, storage and security of documents of all staff. Maintain the leave management system. Prepare monthly salary sheet ,Annual increment and confirmation proposal, Dealing with complex queries and complaints on the telephone, by email and in person; Purchases Stationery, printed materials and forms by

	obtaining requirements; printing of books and forms etc. <ul style="list-style-type: none"> • Manage the repair and maintenance of office equipment, vehicles and also verify the log book of vehicles. • Ensure prompt remittance of all rates and taxes of vehicles etc. • Arrange for insurance for all properties, vehicles, furniture, cash against fire, burglary and for finally renewal.
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3. Name of Project	“Mapping Urban Poor Settlements and Vacant Lands in 27 UPPR Project Towns”
Year	2008 to 2010
Location	Project Management Office Centre for Urban Studies (CUS), Dhaka
Client	UPPRP of UNDP
Main Project Features	<ul style="list-style-type: none"> • Maintains administrative staff by recruiting, selecting, orienting, and training employees; devising and conducting induction programmes; maintaining a safe and secure work environment. • Ensure proper maintenance of personal files, storage and security of documents of all staff. • Maintain the leave management system. • Prepare monthly salary sheet, • Dealing with complex queries and complaints on the telephone, by email and in person; • Purchases Stationery, printed materials and forms by obtaining requirements. • Manage the repair and maintenance of office equipment, vehicles and also verify the log book of vehicles. • Ensure prompt remittance of all rates and taxes of vehicles etc. • Arrange for insurance for all properties, vehicles.
Position Held:	Office Manager

4. Name of Project	“Slums of Urban Bangladesh : Mapping and Census 2005”
Year	2005 to 2006
Location	Project Management Office Centre for Urban Studies (CUS), Dhaka
Client	University of North Carolina at Chapel Hill, USA
Main Project Features	This is a study of industry clusters of Dhaka for making a framework industry sector development.
Position Held:	Database Management & Computer Operator

13. Computer Skills

- Excel data preparation , Documentation, Report preparation
- Typing (English & Bangla)
- Internet, Email, Social Media, and Blogging
- Hardware, IT Troubleshooting

- Advanced knowledge of Microsoft ® Windows environments, Windows Server (2000 and 2003), and Office package (Word, Excel, Access, PowerPoint, Able to write in Bangla (Bijoy, Unicode)
- Graphic Design: Adobe Photoshop, Adobe Illustrator
- Operating Systems: Windows (95, 98, 2000, XP, Vista)

14. Certification:

I, the undersigned, certify that, to the best of my knowledge and belief that

- i. This CV correctly describes my qualifications and experience.
- ii. In the absence of Medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the personnel schedule provided team mobilization takes place within the validity of this proposal or any agreed extension thereof;
- iii. I am committed to undertaken the assignment within the validity of proposal;
- iv. I am not part of the teal who wrote the terms of reference for this consulting services assignment;

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.

Signature: _____ Date: _____