

Last Updated : **October 1, 2018**

## **MD.FARUQUL ISLAM**

Address: Aftab Bahumukhi Farms Ltd. Bhagalpur, Bajitpur,  
Kishoregonj.  
Home Phone: 01743736543  
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### **Career Objective:**

Management Information System (MIS) & Co-ordination, Administration, HRA & Information Technology (IT) & Transportation & Distribution, & Accounts (Tally), and Store.

### **Career Summary:**

Current Employee:  
Joining Date: 01/01/1999  
Company: Aftab Bahumukhi Farms Ltd.  
Department: Accounts & Admin (MIS)  
Position: Asst.Manager (MIS)  
Summary: Working as a Asst.Manager of Aftab Bahumukhi Farms Ltd.  
Salary: TK. 35000 / \$ 437.5 USD  
Duties: Full time  
Qualifications: MA in English,  
Training: IT Diploma, MIS, HR Tally (Accounts).

### **Special Qualification:**

IT Diploma in CSE  
MIS Training  
Tally Training

### **Employment History:**

Total Year of Experience : 20.3 Year(s)

1. **MIS-Incharge ( December 1, 1998 - Continuing)**

**Aftab Bahumukhi Farms Ltd. (A Concern of ISLAM GROUP)**

Company Location : Bajitpur, Kishoregonj.  
Department: IT, MIS, General Administration

**Duties/Responsibilities:**

**PERSONNEL MANAGEMENT:**

- Maintain employee records using a well organized filing system to ensure files are up-to-date & comply with legislative requirements.
- Support the Personnel manager with day to day administrative duties as assigned to ensure the smooth running of recruitment, rolling out of offers.
- Employee of the month, employee certification and other HR-related activities.
- Prepare report as required for the HR function/Aviation senior management team meetings.
- To prepare of project Salary (2000 Nos. employee), and their Leave calculation,
- Calculation of corporate mobile bill & others relevant personal records file.

**ADMIN MANAGEMENT:**

- Setup & manage the temporary and permanent housing that includes maintaining accurate records, checking lease and liaising with landlords and agents regarding requirements.
- Provide timely administrative support, drafting bank letters, visa letters & other letters as requested by staff.
- Responsible for the logistics of bringing in new staff.
- To Organize the meeting, corresponding the government & non government organization.
- To maintain the vehicles all papers. i.e route permit, log book, blue book, insurance, etc.
- To Organize weekly meeting discussion agenda,
- To organize the Hotel reservation for VIP guest, Air ticket, VISA Assistant. etc.

**ACCOUNTS MANAGEMENT :**

- To prepare of all bill & voucher. (Accounting software Tally).
- To check live Broiler bill in Broiler Extension farmer level.
- To prepare of egg bill in Parent extension farmer level according to percentage of candling loss.
- To prepare monthly cash budget, Bank reconciliation,
- To Banking, Cash flow statement, Deposit & withdrawn Cash & Bank
- To Prepare sales report, & stock reconciliation,
- To maintain cheque Issue & payment register.
- To maintain project salary, receipts & payments

**MIS MANAGEMENT :**

- Improvement of MIS report & data collect resources system enhance smoothly:  
Operational Improvement of MIS and large volume data collects resources system in smoothly, daily earlier, cost & time effectiveness (128+34+8) = 170 Nos. shed Farm data regularly (such as Mortal, Culled, Feed, Body Wt. Uniformity, FCR, Production, & hatchery function,) collect & timely record to furnished for preparing of update MIS report in Spreadsheet & Customized Software.
- Good communicate, Enhance supply chain management & timely data transfer:  
Good communicate with MIS team Management, development platforms and global environments, ability to lead, motivate and direct a workgroup, Good interpersonal skills necessary to work effectively with a variety of individuals and data sources.
- Designed & Development online database Poultry Software:  
To lead the MIS team to Designed, Develop & entry of MIS flock management customized software, i.e. Greensoft. & Gallactic Poultry software, & Hubbard Analyzer data entry, data accuracy, security & focus result of flock management analysis.
- Developments of Key Performance indicators (KPI) Portal:  
Collaboration in remote farm area for collection the farm data according to Create and design spread sheet report, (Daily, weekly, fortnightly, monthly, flock summary) web based report and analyze the results for the team management.
- Finding any un-plague productivity farm & good flock Management.  
Identify the area wise poor quality farms, production fault due any resolves, finding diagnosis, or any others issues according to instruction of MIS team management.
- Data Generated & Report Panel:  
Develop to streamline data collection and report generation for Daily Bird Performance, Flock summary analysis, Weekly Bird Report for send by mail regularly & earlier.

**TECHNICAL & IT SUPPORT :**

- Microsoft MS Office (Excellent)
- Internet : Google & yahoo excellent browsing.
- Prior experience in business intelligence and data warehousing
- To ensure the Help desk support with solution the problem & improvement of the support method which technical support etc.
- To Ensure of Trouble shooting of PCs Printer, fax machine, visual, etc.
- To Ensure of meeting, seminar or internal mail, dial, corporate support.
- Excellent browsing of internet any kinds of method.
- Good knowledge in Microsoft reporting service, crystal report design & development.
- Efficient in computer networking and LAN.
- Good clear concept & expertise in computer trouble shooting
- Assist in maintenance and upgrading of company infrastructure and products.
- Supporting other units within content & marketing division.
- Diagnosing and troubleshooting hardware, software, and network faults
- Attending complaints and queries made by customers through phone calls, emails, or other means
- Logging in, following up, and updating customer complaints, system faults, and other incidents in the trouble ticketing system.
- Design and develop websites ensuring strong optimization and functionality through packaged and customized applications
- Analyze, review and modify web systems by testing, monitoring and developing
- Develop, maintain and update in house software focusing on business requirements and technical specification

**TRANSPORT & LOGISTIC SUPPORT**

- Direct and control staff in transport department to ensure that they carry out their responsibilities effectively and provide a high quality service to customer.
- Assist to the management to development of the company's transport strategy to ensure the provision of the best possible quality of service and maximize company profitability.
- Develop and maintain the transport budget to ensure that services are provided to the required standard and within budgeted limits.
- Develop and prepare the company's transport policy and need to approve by the management.
- Ensure that proper inventory of all components of vehicles are maintained and checked frequently.
- Ensure that the maintenance, fuel loading and servicing schedule of the vehicles are followed.
- Communicate and make agreement with the CNG/petrol/diesel filling mechanism approved by the management.
- Keep records/ history of drivers and accidents.
- Co-ordinate to ensure/renewal/update of all vehicle related documents i.e. Tax Token, Fitness, Insurance, route permit etc of all company vehicle.
- Instruction given to the under command to make the bill submit and payment the drivers.
- Control and monitor the movement of all vehicles.
- Look after the discipline and welfare of under command staffs.
- Maintain strong discipline in transport department.
- Arrange training for the drivers.

## **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in English	English	National University	Second Class, Marks :4.28%	1998	1996- 1997
Bachelor of Arts	Arts	Pirojpur Coverment College	Second Class, Marks :48%	1993	1990-1991
Diploma in Computer Science & Engineering	Software, Hardware, LAN, etc.	IUBAT (Internation University of Business Agriculture & Technology)	Second Division, Marks :47%	1994	1992 - 1993
HSC	Bangla, English,	Pirojpur Coverment College	Second Division, Marks :52%	1991	1989-1990
SSC	Bangla, English, Math,	Jolagati Muslim Adarsha High school	Second Division, Marks :48%	1988	186-1987

## **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Essential Skills for HR & Administrative Support Professionals	Administration and Logistics Management for HR & Administration and Logistics Management for HR Administrative & Logistic Management Professionals, Human Resource Information System (HRIS)	BD Jobs.com	Bangladesh	Dhaka	2012	2 Month

## **Professional Qualification:**

Certification	Institute	Location	From	To
MIS (Management information system)	Banglanadesh Institute of Management (BIAM)	Dhaka	January 1, 2010	February 28, 2010
Training of Accounting software Tally in India	Tally Bangladesh (India)	Dhaka	January 1, 1999	January 31, 2000

## **Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 35000  
Expected Salary : Tk. 35,000  
Preferred Job Category : Accounting/Finance, General Management/Adminin, Chef/Cook  
Preferred District : Anywhere in Bangladesh.  
Preferred Country : Canada  
Preferred Organization : Agro based firms (incl. Agro Processing/Seed/GM), Overseas  
Types Companies, Group of Companies

## **Specialization:**

<b>Fields of Specialization</b>	<b>Description</b>
<ul style="list-style-type: none"><li>• Activation Management</li><li>• Company Secretary/ Share Operation</li><li>• Communication/ Public Relation/ Media</li></ul>	Day to day handling of VISA query over telephone and personal meeting. Email correspondence with various Embassies, Local Government office and private companies. Arranging meetings for the Management. Keep records of the various files of the Management. Arranging events for the Management. Responsible for making and updating the invitation list for the Management. Handling the phone calls for the Management. Handling the travel plan and travel details of the Management. Responsible for the liaison with Ministry of Foreign Affairs, Bangladesh. Issuing of Note Verbal. Day to day other secretarial jobs of the Management.

## **Extra Curricular Activities:**

## **Language Proficiency:**

<b>Language</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
English	High	High	High

## **Personal Details :**

Father"s Name : Late Abdul Kader  
Mother"s Name : Ms. Fazila Begum  
Date of Birth : January 1, 1973  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam (Sunni)  
Permanent Address : Village+Post: Jolagati, P.S: Kowkhali, Dist: Pirojpur  
Current Location : kishoreganj

## **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Rajat Paul Choudhury	Jahangir Alam
Organization	: Aftab Bahumukhi Farms Ltd	Aftab Bahumukhi Farms Ltd.
Designation	: General Manager	Dy.Manager
Address	: Bhagalpur, Bajitpur, Kishdoreognj.	Bhagalpur, Bajitpur, Kishdoreognj.
Phone (Off.)	: 01711540779	
Phone (Res.)	:	
Mobile	: 01711540779	01714095695
EMail	:	j.tusher@yahoo.com
Relation	: Professional	Professional

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