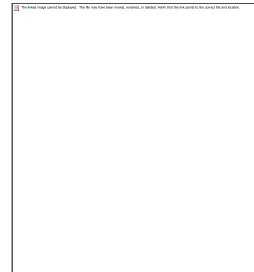


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **January 22, 2013**

Md.Safiquel Islam

Address: C/O-FIVDBV Office, Anandapur (Eastern Furniture), Shawla Mur Zokigonj, Sylhet.
Home Phone: 01721045552
Mobile : 01728280088
email: islamaafiquel20@yahoo.com, jahanahmed84@yahoo.com



Career Objective:

* To build a career that encounter challenge and creativity. * Being a professional team worker to enrich and decision making ability. * A challenging position in Government sector and private company.

Employment History:

Total Year of Experience : 12.3 Year(s)

1. Program Assistant(PA) (January 1, 2010 - Continuing)

Friends in Village Development Bangladesh(FIVDB)

Company Location : Sylhet

Department: Community Learning Program

Duties/Responsibilities:

* Participatory Rural Appraisal (PRA), * Social mobilization and motivation, * Field management, * Community meeting ensure, * Planning, * Monitoring and Evaluation, * Budgeting, * Implementation, * Report preparation, * Personal management, * Training conduct, * Decision making and solving process, * Relationship with local Community leader and Local government, * To supervise adult, advance, adolescent literacy class and Village Library.

2. Peer Educator (August 8, 2007 - December 30, 2009)

Family Planning Association of Bangladesh(FPAB)

Company Location : Sunamgonj

Department: Reproductive Health Initiative for Youth in Asia

Duties/Responsibilities:

* Survey, * Community meeting with local people, * Liaison, linkage, Network & partnership with NGO's & local elected bodies, * Reproductive health session conduct with the Adolescent and mother group member, * Assist Satellite Clinic for community people through HA and FWA, * Awareness buildup on Family Planning, * Time to need base different report preparation and submission to Field Officer.

3. Clinic Aide (November 14, 2005 - August 7, 2007)

Family Planning Association of Bangladesh(FPAB)

Company Location : Sylhet

Department: Safe Motherhood Project

Duties/Responsibilities:

* To receive the Clients, * To register the name of Clients, * To conduct group meeting, * To type different Pathological report and Official document, * To help Medical Officers/Paramedics/Staff Nurse in the Clinic.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BSS(Pass)	Social Science	National University	Second Class, Marks :49%	2009	03 Years
HSC	Humanities	Sunamgonj Govt.College,Sunamgonj.	CGPA:2.7 out of 5	2004	2 Years
S.S.S	Humanities	Boolchand High School,Sunamgonj.	CGPA:2.88 out of 5	2002	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Training of Trainers for Adolescent Literacy(TOT)		Friends in Village Development Bangladesh(FIVDB)	Bangladesh	Sylhet	2011	05 Day's
Monitoring and Supervision		Friends in Village Development Bangladesh(FIVDB)	Bangladesh	Sylhet	2011	03 Day's
Programme Foundation		Friends in Village Development Bangladesh(FIVDB)	Bangladesh	Sylhet	2010	05 Day's
Participatory Rural Appraisal(PRA)		Friends in Village Development Bangladesh(FIVDB)	Bangladesh	Sylhet	2010	06 Days
Functional Literacy Training of Trainers(FL-TOT)		Friends in Village Development Bangladesh(FIVDB)	Bangladesh	Sylhet	2010	08 Day's
Secretarial Science Course		Youth Social Welfare Association.	Bangladesh	Sylhet	2008	03 Month's
Computer Basic Course	1.Opearating Systems, 2.MS-WORD,3.MS-ACCESS, 4. PC Maintensance & Trubleshooting, 5. Internet & Networking.	Development of Youth Department(DYD)	Bangladesh	Sunamgonj	2005	06 Month's
Coversational English Course		Development of Youth Department(DYD)	Bangladesh	Sunamgonj	2004	03 Month's

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 10000
 Expected Salary : Tk. 10,000

Preferred Job Category : Bank/Non-Bank Fin. Institution, NGO/Development
 Preferred District : Dhaka, Habiganj, MoulaviBazar, Sunamganj, Sylhet
 Preferred Country : India, Japan, Australia, Belgium, Canada, Cyprus
 Preferred Organization Types : Banks, NGO, Development Agency, Multinational Companies

Specialization:

Community mobilization, Non-Formal education, Reproductive Health, Computer (MS-WORD,MS-EXCEL,Power point)

Extra Curricular Activities:

Motorcycle driving for last 02(Two) Years, Caram game.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	Medium	High	High
English	Medium	High	Medium

Personal Details :

Father's Name : Md.Taher Uddin
 Mother's Name : Dildar Begum
 Date of Birth : February 6, 1987
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Shornali E/13, Teagoria(Moral Bari), Sunamgonj-3000.
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md.Golam Mustafa	Md.Shahidul Islam
Organization	: Friends in Village Development Bangladesh(FIVDB)	Shahjalal Islami Bank
Designation	: Field Coordinator(FC)	Senior Execetive Officer
Address	: FIVDB Head Office, Kadimnagar,Sylhet.	Shahjalal Islami Bank LTD, Eskton Branch,121-122,New Eskaton Road,Dhaka-1000.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01719579419	01676239461
EMail	: gmustafa@gmail.com	shauhag6@gmail.com
Relation	: Professional	Others