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

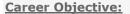
Last Updated: April 26, 2014

# Md. Mokhlesur Rahman Khan

Address: Banglalink Customer Care , Bus Stand, Ghatail, Tangail Home Phone: 0922556253

Office Phone :01712125565 Mobile : 01558301558

email:kmc\_ghatail@yahoo.com, kmc.ghatail@gmail.com



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#### **Career Summary:**

One year of experience expand program on immunization (EPI). Specially, Polio Eradication of Bangladesh. Eleven years of experience monitor and implementing micro credit with eco-socio development program in Grameen bank. Conducted a lot of workshop such as right of women and children. Spread of education, care of health, awareness about family planning etc. Have three years of experience administrative in united food complex ltd. Dhaka. Bangladesh..

## **Special Qualification:**

B.A. (Hons).M.A. Islamic Stuides

#### **Employment History:**

**Total Year of Experience :** 1.1 Year(s)

## 1. Polio Eradication Facilitator ( May 2, 2000 - May 30, 2001)

## **Immunization and other Child Health**

Company Location: Gulshan Dhaka,

Department: Health, EPI

Duties/Responsibilities:

Assist local health officers and NGO in developing and implementing appropriate communication and social mobilization activities to increase coverage during National Immunization Days (NID). Enlist various local Government and Non-government organizations in the polio eradication effort and mobilize volunteers that can help with the effective implementing of NIDs and other immunization campaigns. Mobilize and train volunteers on implementing NIDs. Identify hard to reach /unreached /high risk /unvaccinated children. Identify constraints and develop strategies to reach them during NIDs and other immunization campaigns. Participate post-NID evaluation activities.

## **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.A.	Islamic Studies	University of Dhaka	Second Class, Marks :50%	1985	1 year	Pass

B.A. (Hons)	Islamic Studies	University of Dhaka	Second Class, Marks :50%	1984	3	Pass
H.S.C. (Science)	Science	G.B.G college Ghatail, Tangail,	Second Division, Marks :53%	1981	2 years	Pass
SSC	Science	Ghatail Public High School	Second Division, Marks :57%	1979	2 Years	Pass

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Training	Computer Hardware & Sofware Training	Bhuyan Computer Center, Dhanmondi, Dhaka	Bangladesh	Dhanmondi, Dhaka	2004	01
Immunaization Program	Polio Eradication	BARD, Kotbari, Comilla	Bangladesh	Comilla	2000	7 days

## **Professional Qualification:**

Certification	Institute	Location	From	То	
Diploma in coputer	Bhuiyan Computer Club	Dhaka	March 10, 2003	April 13, 2004	

## **Career and Application Information:**

Looking For : Mid Level Job : Full Time Available For Present Salary : Tk. 25000 : Tk. 40,000 Expected Salary

Preferred Job Category : General Management/Admin, NGO/Development

Preferred District : Anywhere in Bangladesh.

Poland, South Africa, United States, Burundi, Canada, Cyprus, Sierra Leone, South Korea Preferred Country

: Banks, Telecommunication, IT Enabled Service, NGO, Buying Preferred Organization Types

House, Travel Agent, Group of Companies

## **Specialization:**

## **Fields of Specialization**

- Agriculture/Forestry
- Arsenic
- Education
- Poverty Reduction
- Rural Development

Sanitation

## **Language Proficiency:**

Language	Reading	Writing	Speaking	
Bengali	High	High	High	
English Medium		Medium	Medium	

## Personal Details:

Father's Name : Late Murtaza Khan Mother's Name : Rokeya Khanam Date of Birth : March 11, 1964

Gender : Male Marital Status : Married Nationality : Bangladeshi Religion : Islam

Permanent Address : Vill -Madhya Karna, P.O. Ghatail, Tangail

: Mirpur-6, Dhaka

Current Location : Tangail

## Reference (s):

Address

Reference: 02 Reference: 01 Name : Abdul Jabbar Khan Abdul Latif Mian : Bangladesh Planning Commision Organization Bangldesh Krisi Bank Designation : X Joint Chief Asst. General Manager

Bangladesh Krisibank, Regional Office.

Registry Para, Tangail, Phone (Off.) : N/A Phone (Res.) : 8059919 027272425

: 01554350871 Mobile 01712592779

**EMail** : ajkhan.48@gmail.com Family Friend Relation : Relative