

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
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Career Objective:

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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 Studies

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 |

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|------------------|-----------------|---------------------------------|-----------------------------|------|---------|------|
| 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 & Software 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 | To |
|--------------------|-----------------------|----------|----------------|----------------|
| Diploma in coputer | Bhuiyan Computer Club | Dhaka | March 10, 2003 | April 13, 2004 |

Career and Application Information:

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|------------------------------|---|
| Looking For | : Mid Level Job |
| Available For | : Full Time |
| Present Salary | : Tk. 25000 |
| Expected Salary | : Tk. 40,000 |
| Preferred Job Category | : General Management/Admin, NGO/Development |
| Preferred District | : Anywhere in Bangladesh. |
| Preferred Country | : Poland, South Africa, United States, Burundi, Canada, Cyprus, Sierra Leone, South Korea |
| Preferred Organization Types | : Banks, Telecommunication, IT Enabled Service, NGO, Buying House, Travel Agent, Group of Companies |

Specialization:

| Fields of Specialization |
|--|
| <ul style="list-style-type: none"> • 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
 Current Location : Tangail

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|----------------------------------|---|
| Name | : Abdul Jabbar Khan | Abdul Latif Mian |
| Organization | : Bangladesh Planning Commission | Bangladesh Krihi Bank |
| Designation | : X Joint Chief | Asst. General Manager |
| Address | : Mirpur-6, Dhaka | Bangladesh Kribank, Regional Office. Registry Para, Tangail, |
| Phone (Off.) | : N/A | |
| Phone (Res.) | : 8059919 | 027272425 |
| Mobile | : 01554350871 | 01712592779 |
| EMail | : ajkhan.48@gmail.com | |
| Relation | : Relative | Family Friend |