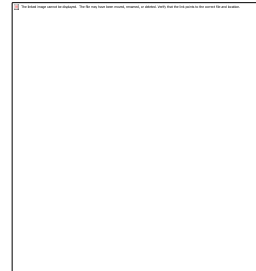


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **August 12, 2017**

Mohammad Mizanur Rahman

Address: JARA WASHING & DYEING TECHNOLOGY LTD, 118, Shah Kabir Mazar Road, Faishal Mansion (4th Floor), Dhakkinkhan, Dhaka-1230
Home Phone: 01816394967
Office Phone : NA
Mobile : 01816394367
email: rahmanmizan76@gmail.com, jarawdtl@gmail.com



Career Objective:

To work in an environment where there is an opportunity of self-assessment and self-improvement in both individual and group based work that will ultimately lead to further development of the common people

Career Summary:

I have been working at a National Non-government Development Organization namely Voluntary Association for Rural Development (VARD) from 1st December 1999 to 7th October 2011 and Now working as a Manager (Admin & HR) of ROSHNABAD TEXTILES LTD

Special Qualification:

To operate MIS and FIS software which are help to prepared organizational report. I have been passed the LLB from the national university for the year 2011

Employment History:

Total Year of Experience : 11.6 Year(s)

1. Manager (January 1, 2012 - Continuing)

JARA Washing & Dyeing Tech Ltd and ROSHNABAD TEXTILES LTD

Company Location : Dhaka

Department: Admin & HR

Duties/Responsibilities:

- Responsible for companies Admin and HR department ,
- Responsible companies Transport management i.e distribution staff poll, Driver duty distribution, BRTA & Insurance issue, transport fuel and maintenance etc
- Staff recruitment, orientation, job placement, Disciplinary & Grievance issues.
- Prepare job description of employees.
- Maintain healthy relation among all departments of all for better functioning of the companies.
- All employees personal record & up to date
- To ensure the different reports on Admin & HR management, i.e. attendance, absenteeism, late attendance, new appointment, turnover, training & development, overtime, disciplinary status and other report as desired by the management.
- Communicate with Company Compliance Auditors, Fire & Civil defense Department, Labor Office, etc.
- Communicate with suppliers and vendor for yarn and accessories.
- Responsible PI, PO, EXP collection from respective offices.

- Handling company's banking operation related task i.e Cash Collection, Cash distribution, Salary and other cost management of the company.
- Sales order, Opened Back to Back L/C, Export related other work with bank.
- Prepared Cash Incentive documents communicate with related suppliers, Association and Audit firm.
-
- Any other task assign by the authority

2. **Manager MIS (MF) (May 1, 2006 - October 7, 2011)**

Voluntary Association for Rural Development(VARD)

Company Location : Sylhet

Department: Micro Finance

Duties/Responsibilities:

- Prepared Monthly Business plan
- Prepared monthly progress report of 38 Micro finance branches
- Cross visit for loan distribution and installment collection
- Act as a loan appraisal committee at HO level.
- Loan document cross cheque in regular basis.
- Monitoring loan distribution and collection process and progress.
- Any other task ordered by higher authority.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MSS	Political Science	National University	Second Class, Marks :45%	1999	2 years	NA
BSS	Political Science	National University	Second Class, Marks :45%	1997	2 years	NA
HSC	Science	Feni Govt. College	Second Division, Marks :45%	1995	2 years	NA
SSC	Science	Padua SR High School	First Division, Marks :60%	1992	10 years	NA

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Training on "Institution Building" the concept of Self-help Affinity Group	How to develop a greater community organization	Stromme Foundation (Norway) & MYRADA-India	India	Bangalore, India	2005	08 days
Training on "Participatory Monitoring and Evaluation" of Development Program	All monitoring tools and techniques	CARE-BD	Bangladesh	Dhaka	2005	5 days

Training Management Course	How to conduct training session	Ministry of Health and Family welfare	Bangladesh	Dhaka	2004	10 Days
MIS Software operating	MIS Software operating	PKSF	Bangladesh	Dhaka	2003	4 days

Professional Qualification:

Certification	Institute	Location	From	To
LLB	National University	Dhaka	July 1, 2010	June 30, 2012

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 35000
Expected Salary	: Tk. 15,000
Preferred Job Category	: General Management/Admin, HR/Org. Development
Preferred District	: Comilla, Dhaka, Feni, Gazipur, Narayanganj, Narsingdi
Preferred Country	: Italy, Japan, United Kingdom, Australia, Canada, France, United Arab Emirates
Preferred Organization Types	: Banks, Insurance, Telecommunication, Training Institutes, Govt./ Semi Govt./ Autonomous body, NGO, Development Agency, Multinational Companies, Public Relation Companies, Garments, Security Service, Garments Accessories

Language Proficiency:

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

Personal Details :

Father's Name	: Late. Mofizur Rahman
Mother's Name	: Semona Begum
Date of Birth	: September 8, 1976
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Vill-Bazankora,P.O-Padua-3583,Upz-Chouddagram,Dist-Comilla
Current Location	: Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: M. Jahangir Hossain	Advocate Gias Uddin Bahar
Organization	: Roshnabad Textiles Ltd	Comilla Jurge Court
Designation	: Managing Director	Sr. Advocate

Address	: 205/1-A(Level-8/E), Gulshan : Tejgoan Link Road Dhaka-1208	Comilla Jurge Court
Phone (Off.)	: NA	NA
Phone (Res.)	: NA	NA
Mobile	: 01826000555	01711888808
EMail	: jahangirat12013@yahoo.co.uk	rahmanmizan76@gmail.com
Relation	: Professional	Relative