

Last Updated : **April 18, 2017****MOHD. SHAKIL MURAD**

Address: House#41/A, Road#11, Block#A, Shyamoli Residential Area 1,
Majortila, Sylhet.
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**Career Objective:**

My career objective is to work with an organization with honesty and dedication where i will be able to implement my skills. Looking for a position where I can utilize my human expertise.

Special Qualification:

Scored 6.5 at IELTS.
Conducted several researches.

Employment History:

Total Year of Experience : 4.6 Year(s)

1. Project Coordinator and Senior Executive (April 5, 2014 - Continuing)**Zamzam Bangladesh**

Company Location : Sylhet

Duties/Responsibilities:

Liaison with donors. Preparing project proposals and project completion reports.

Handling administrative aspects and revisions of assigned programs/projects.

Plan meetings, Keep schedule and records. Coordinate and manage relationships with a wide range of groups.

Track the progress and quality of work being performed

Review field inspection reports. Review of contractor quotations to ensure that only fair and reasonable

pricing is recommended for approval.

Perform other duties as assigned.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration	Human Resource Management	Leading University, sylhet	CGPA:3.23 out of 4	2016	2
Bachelor Of Social Science	Sociology	Shahjalal University of Science & Technology	CGPA:3.01 out of 4	2012	4
HSC	Science	M. C. College, Sylhet.	CGPA:4.2 out of 5	2007	2005-2007
SSC	Science	Sylhet Govt. Pilot High School, Sylhet.	CGPA:4.81 out of 5	2005	2000-2005

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 15,000
 Preferred Job Category : General Management/Admin, NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Ireland, Malaysia, New Zealand, Norway, Sweden, United
 Preferred Country : Kingdom, United States, Australia, Finland, United Arab
 Emirates
 Preferred Organization : Banks, Wholesale, Govt./ Semi Govt./ Autonomous body,
 Types : NGO, Development Agency, Embassies/Foreign Consulate,
 Hotel, Airline, Immigration & Education Consultancy
 Service, Overseas Companies, Group of Companies,
 Research Organization

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Administration • NGO/ Other Services • Quality Control/ Inspect

Extra Curricular Activities:

Was a member of University`s cricket team. Was a member of "KIN" a voluntary organization of SUST.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	Medium
Urdu	Low	Low	Medium

Personal Details :

Father"s Name : Mohd. Matiur Rahman
 Mother"s Name : Rahena Rahman
 Date of Birth : July 1, 1988
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Village#Dolkirai, Post Office#Chatul Bazar, Upozilla#Kanaighat,
 Sylhet.
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mahboob Subhani Chowdhury	Muhammed Delwar Hussain
Organization	: Zamzam Bangladesh	Chevron Bangladesh
Designation	: Executive Director	Fixed Equipment Engineer-Lead.
Address	: 23 Moushumi, Mirabazar, Sylhet.	Chevron Bangladesh, Bibiyana Gas Plant, Karimpur, Nabigonj, Habigonj, Bangladesh.
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Relation	: Professional	Relative
