

Last Updated : **November 5, 2018**

## **MONIRUL ISLAM**

Address: House No-414, Farm Road, Town Khalikapur, Patuakhali.  
Mobile : 01780209060  
email:bnmonirul@gmail.com



### **Career Objective:**

Highly observant and vigilant individual looking for a rewarding Security coming with extensive knowledge of security and safety protocols and knowledge of use of technology in securing clients with superior leadership and management skills.

### **Career Summary:**

Ensuring a high quality of service is consistently maintained with optimum efficiency.  
Profound verbal and written communications skills.  
Exercises sound judgment during crisis and emergency situations.  
Uncommon ability to work in a team environment with the ability to interact well, and in a positive manner, with subordinates, peers and upper management.  
Non smoking.  
Physically Fit.  
Good Personal Strength.  
Knowledge of Safety Regulations.

### **Special Qualification:**

Excellent understanding of property laws and personal rights.  
Effective communication skills.  
Surveillance Skills, Computer Operator, Analyzing Information, Coordination, Reporting Skills.  
Knowledge on security operations & procedure.

### **Employment History:**

**Total Year of Experience : 3.6 Year(s)**

#### **1. Facilitator ( July 1, 2011 - July 14, 2014)**

##### **Bangladesh Red Crescent Society**

Company Location : Address: National Headquarters 684-686 Bara Maghbazar Dhaka 1217

##### **Duties/Responsibilities:**

- 1.Urgent response program including distributing the food, shelter, water & sanitation.
2. Mobilize relief supplies from pre-positioned stocks.
3. Additional local / regional procurement, transport, and emergency storage.
- 4 . Distribution of relief, with follow-up monitoring and coordination.
- 5.Transportation and distribution of NFI related to health and wasting linked to the health.
6. Performs a continuous process of intelligence gathering on any security matters for assessment and action if necessary.
7. Monitor employees, students and visitors to be aware of any irregularities.

#### **2. Computer Operator ( November 11, 2007 - June 30, 2008)**

**Bangladesh Election Commission**

Company Location : Election Office, DC Coard Patuakhali

Department: Bangladesh Election Commission

**Duties/Responsibilities:**

Preparation of Electoral Roll with Photographs and Facilitating the Issuance of National Identity (ID) Card Project

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.A	Social Science	National University	Second Class	2010	3 Years
HSC	Commerce	Abdul Karim Mridha College	CGPA:4.12 out of 5	2006	2 Years
SSC	Humanities	Sreerampur Secondary School	CGPA:2 out of 5	2004	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Digital World Conference 2014	Information Security, Being Mature About Quality Lessons from Experiments & Client Experiences, ICT to build an inclusive Financial Future, Making Land Administration Citizen Centric.	Digital World Secretariat	Bangladesh	Dhaka	2014	04 Days
CAP ISO 15189	CAP 15189, Quality management system, Technical competence, Suitability, calibration, maintenance Sampling, handling and transportation, Minor Nonconformity	Thyrocare Bangladesh Limited	Bangladesh	Dhaka	2013	30 Days
RC/RC BASIC, FAST AID, LEADERSHIP AND ACCOUNTABILITY WORKSHOP	RC/RC HISTORY, RCRC, IFRC, NS, 7 PRINCIPAL, YOUTH ACTIVITIES, FIRST CONCEPT OF FAST AID, BONE BREAKING, WOUND, SHOCKING, DROWNING, SNAKE BITE, CONCEPT OF LEADERSHIP, ACCOUNTABILITY, REPORT MAKING, DEPARTMENT MANAGMENT	Bangladesh Red Crescent Society	Bangladesh	Patuakhali	2013	3 Days
Basic & First Aid Traning	First Aid skills	Bangladesh Red Crescent	Bangladesh	Patuakhali	2012	3 Days
Gender Training	Gender Introductions, Difference between gender and sex, Social construction of gender, Violence Against Women, The Gender Equality, Gender and Development Concepts, Gender analysis key concepts, Challenges the Gender Dynamic, Power and Change, Advocacy	Transparency International Bangladesh	Bangladesh	Patuakhali	2012	1 days
Effective Communication Training	Communicating in Person, Planning and Structuring, Feedback, Meetings, Presentations, Negotiation, Persuasion and Influence, Understanding Others Better	Transparency International Bangladesh	Bangladesh	Patuakhali	2012	2 days

### **Professional Qualification:**

Certification	Institute	Location	From	To
Bangladesh Ansar Training	Ansar-VDP Academy	Patuakhali	September 4, 2012	September 24, 2012
Computer Certificate Course	Department Of Social Services	Patuakhali	July 1, 2012	December 30, 2012
Basic English Course	Department Of Youth Development	Patuakhali	November 22, 2005	March 12, 2006

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : Secretary/Receptionist, Customer Support/Call Centre, Security/Support Service, Data Entry/Computer Operator, Security Guard, Other Special Skilled Jobs  
 Preferred District : Barishal, Chattogram, Cox's Bazar, Dhaka, Gazipur, Khulna, Munshiganj, Narayanganj, Patuakhali, Sylhet  
 Preferred Organization Types : IT Enabled Service, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Hospital, Agro based firms (incl. Agro Processing/Seed/GM), Security Service, Group of Companies, Third Party Auditor (Quality/ Health/ Environment/ Compliance), Industrial Machineries (Generator/ Diesel Engine etc.), E-commerce

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Adobe Photoshop</li> <li>• Data Entry Operator (Both English &amp; Bengali)</li> <li>• Gender</li> <li>• ICT for Development</li> <li>• Linux</li> <li>• MS Word/ Excel/ PowerPoint/ OneNote</li> <li>• Windows XP/ 2000/ ME/ 98</li> </ul>

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High
Spanish	Low	Low	Low

### **Personal Details :**

Father's Name : Md. Nazrul Islam  
 Mother's Name : Rokeya Begum  
 Date of Birth : August 22, 1986  
 Gender : Male  
 Marital Status : Single  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : House No-414, Farm Road, Town Khalikapur, Patuakhali.  
 Current Location : Patuakhali

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Masum Haidar Polash	Md. Delwar Hossain
Organization	: Thyrocare Bangladesh Limited	Bangladesh Red Crescent Society
Designation	: Quality Management Coordinator	Secretary
Address	: Confidence Centre (12th floor), Kha-9, Pragoti Sarani, Shazadpur, Gulshan, Dhaka -1212, Bangladesh	Lunchghat, Patuakhali.
Phone (Off.)	: 09666737373	
Phone (Res.)	:	
Mobile	:	+8801712-927333
EMail	: mhaidar@thyrocarebd.com	
Relation	: Professional	Professional

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