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MOSTAFIZUR RAHMAN BHUIYAN

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Career Objective:

To develop a career with an organization where my merit, sincerity will contribute the best to gain its desirable goals and want to be a result orientated personality who likes to pursue corporate success through a team based management approach.

Employment History:

Total Year of Experience : 13.8 Year(s)

1. **Training Manager and Senior Trainer (March 21, 2018 - Continuing)**

   Saudi Marafiq
   Company Location : Riyadh, Saudi Arabia
   Department: Training & Development
   Duties/Responsibilities:
   Training Plan, conducting training, reporting to top management and organization development , etc.

2. **Trainer and Admin Support (July 4, 2013 - Continuing)**

   G4S
   Company Location : Kingdom of Saudi Arabia
   Department: Facility - Traning & Development
   Duties/Responsibilities:
   Maintaining training plans & achievement, Preparing weekly, monthly and annual training summary. Issuing training certificate upon finishing training, Maintaining Customer Satisfaction log file, Preparing all kind of Training presentation, Follow up with all trainers regarding the training report and any other training related activities, For CCR audit preparing and arranging soft & hard copy prog, manual, supporting doc. for different services. Maintaining pety cash & settlement with the finance dept. Supporting computer related & other office work in facility training dept. Maintaining & Follow-up employees record. Coordinate with Training Coordinator (kingdom wide).
   New employees Training Program, on boarding program, induction, doc, etc.

3. **In Charge of IT Dept. (September 21, 2002 - December 30, 2007)**

MCH, Buraidah, KSA
Company Location : K.S.A.
Department: IT
Duties/Responsibilities:
â• Responsible for software & Hardware installation, maintain oracle server, networking, oracle database maintain, setting up workstation, e-mail, establish LAN.
â• Auditorium maintain: LCD projector, Overhead projector, video, audio, slide show, computer, transparency, etc.
â• Preparing of lecture in power point [every week 4 lecture in auditorium (Sunday-pediatric resident & registrar, Tuesday-consultant, Thursday-ob/gyne, other day- outside program.)
â• Preparing emergency fax & medical report
â• Hospital information Magazine making (by using Graphics software)
â• Workshop, monthly meeting, symposium related all work (id making, lecture, information, design, file, etc.)
â• Maintenance of Hospital networking system including hardware & software related problems, as well maintenance of server.
â• Computer Training program related to network systems of the hospital for DR. & Sister and other administrative staffs.

4. **Data Entry Control Supervisor (March 20, 2000 - August 25, 2002)**

   Sonali Bank
   Company Location : Head Office, Dhaka, Bangladesh
   Department: IT dept.
   Duties/Responsibilities:
   â•Responsible for daily data entry for 270 branches
   â•Record Foreign Remittance, Voucher, Check, Draft, Balance.
   â•NOSTRO & VOSTRO A/C entry

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
management	Management	National University	Second Class, Marks :54%	1996	4 years
HSC	SCIENCE	FENI GOVT. COLLEGE	First Division, Marks :65%	1992	-
SSC	SCIENCE	FENI CENTRAL HIGH SCHOOL	Second Division, Marks :50%	1990	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Leadership Skills Series	Customer Services, Motivation, Team Building, SST, 21 principals of Leadership, Management vs Leadership, Project Management etc.	G4S	Saudi Arabia	T&S-FM, Saudi Arabia	2016	2 weeks
Communication Skills	Effective Communication in the workplace	G4S	Saudi Arabia	Saudi Arabia	2015	2 weeks
Bribery Act	Briber and Corruption	G4S Saudi Arabia	Saudi Arabia	T&D-G4S, Saudi Arabia	2014	1 week
DIPLOMA IN COMPUTER APPLICATION PROGRAM (DCAP),	DIPLOMA IN COMPUTER(HARDWARE, SOFTWARE, APPLICATION PROGRAM, INTERNET APPLICATION, WEBDESIGN)	BANGLADESH INSTITUTE OF BANK MANAGEMENT, MIRPUR	BANGLADESH		2000	1 YEAR

Professional Qualification:

Certification	Institute	Location	From	To
Diploma in Information System Management	APTECH worldwide, Bangladesh	Feni	January 20, 2001	February 15, 2002

Career and Application Information:

Looking For   : Mid Level Job
Available For   : Full Time
Present Salary   : Tk. 100000
Expected Salary   : Tk. 40,000
Preferred Job Category : IT/Telecommunication, HR/Org. Development, Chef/Cook
Preferred District   : Anywhere in Bangladesh.
Preferred Organization Types : Banks, Training Institutes, Software Company, IT Enabled Service, BPO/ Data Entry Firm, Airline, Manpower Recruitment

Specialization:

Fields of Specialization	Description
• Administration • Administrative/ Executive • Faculty/ Trainer • Human Resources • M.Com. • Service Sector • Training & Development	bank, hospital, etc Data Entry, software & hardware maintainance

Language Proficiency:

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

Personal Details :

Father"s Name   : Abdul Quddus
Mother"s Name   : Nasima Akther
Date of Birth   : September 15, 1975
Gender   : Male
Marital Status   : Married
Nationality   : Bangladeshi
Religion   : Islam
Permanent Address : 102, Bashpara Quarter, Feni-3900
Current Location   : Feni