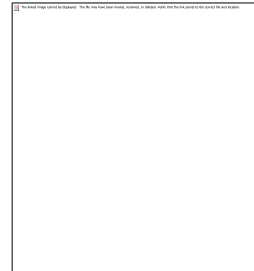


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **January 5, 2018**

Muhammad Abdul Bari

Address: UDDIPAN, SEEDS Program, 09 Mouchak R/A, Uttar Mollikpur, Sunamgonj-3000.
Home Phone: 01840-393964
Office Phone :NA
Mobile : 01712-127224
email:bari_fatema@yahoo.com, mabari79@gmail.com



Career Objective:

I have strong analytical skill with practical experience in development organization on Management Information System-MIS, Secretarial & Administrative works, also with strong computer knowledge, modern office management & general administration.

Career Summary:

Project/program required database/MIS system, secretarial & general administration, Prepare qualitative & quantitative reports and submit accordingly. Undertake regular participatory monitoring and supervision of project activities including collection, compilation, consolidation, processing, data security and cleaning as well as analysis of data on different project components/intervention, and documentation/preservation.

Special Qualification:

MS Word, Excel, Access, MS Outlook/express, PowerPoint, E-mail & Internet, handle photocopier, fax, scanner and intercom, OHP as well as adequate knowledge on adobe photoshop, illustrator etc.

Employment History:

Total Year of Experience : 18.9 Year(s)

1. Program Officer (Education and Adolescents Empowerment) (May 2, 2015 - Continuing)

UDDIPAN

Company Location : House # 09, Road # 01, Block-F, JCHS. Ring Road, Adabar, Dhaka-1207

Department: Program

Duties/Responsibilities:

Responsibilities as Program Officer (Education & Adolescent Empowerment):

Provide technical support to staffs and management; organize and conduction of residential basic training of shonglap, pre-school, bridge school, oversee of program activities and find out gaps as well as take solution; planning, organizing, coordination, networking, budgeting, maintain liaison with GOB/NGOs etc; prepare training schedule, module/handout; facilitation, advocacy, PRA exercise and implementation at field level, program monitoring, assist to program staffs in order to proper implementation of activities; TNA, SWOT analysis, re-planning based on deviation areas; formation of different groups, prepare internal & external reports as and when required.

2. Project Manager (January 1, 2011 - January 25, 2015)

Voluntary Association for Rural Development (VARD)

Company Location : 09, Mouchak R/A, Uttar Mollikpur, Sunamgonj.

Department: Program

Duties/Responsibilities:

Plan, coordinate, implement the project activities; Visits to fields and manage staff of the project; Organize and facilitate workshops, seminars, meetings with media and administration at local level. Maintain communication and information flow with donor, partners and other stakeholders; Provide technical support to staff; Monitor the budget of the project time to time; Prepare reports on project activities, review and assess monthly and quarterly progress; Design monitoring & evaluation mechanism of the project as required by respective donor; Build relations with GO & NGO, policymakers, elected representatives, civil societies, media etc. Develop advocacy plan to influence the policy implementation at local and national level.

3. MIS Officer (December 12, 2000 - December 31, 2010)

LEPRA Bangladesh

Company Location : Sirajgonj

Department: Program

Duties/Responsibilities:

- Overall data entry and reports production on time regarding the projects requirements.
- Assistance to the project management in documentation and reporting on program progress
- Analyze data and project information for different form of reports.
- To maintain furniture fixtures and equipment (FF&E).
- Preserve document of FF&E and report prepare as per requirement.
- Training room preparation for any type of training, meeting and workshop arrangement.
- Information dissemination at field level and country coordination office.

Also I am responsible for programmatic support to staff for preparation, documentation, transparent reporting of program progress.

Responsibilities as an Admin Assistant:

- Photocopier and fax operate as the handling of photocopy machine and fax machine;
- To maintain photocopy register strictly and to report the authority of any abnormalities
- To receive incoming mail and maintain mail register in proper way;
- To arrange sending of outgoing mails in time with maintaining confidentiality;
- To look into and try to solve problems with computers, photocopier, fax and PABX lines
- Maintain the Library as per organizations rules.
- Banking and other works like VAT, Tax settlement;
- To assist in booking hotels, guest houses, tickets, training venue etc.
- Any other work assigned by authority as requires or to cover the absence of other staff.

Responsibilities as an Office Assistant:

- Maintain the office store as directed by authority
- Prepared monthly stock reports;
- Work as PABX/Fax operator
- Assist in making duty plan of Security Guards, Drivers, Office Boy & Cleaning staff.
- Assist Accountant in any clerical works and dealing with petty cash if assigned by Accounts Officer while he is on leaves or busy with other works;
- Book the vehicle as per travel schedule and regularly compare the visiting log with drivers duty schedule/transport booking register;
- Assist the guest and visitors for their work with LEPRA staff and management;
- To ensure the logistics support system;

Also I am involved in Project's Half-yearly purchase of stationery, medicine, and medical accessories, as well as minor day-to-day purchasing.

Professional Achievement: Office Assistant to MIS cum Admin Assistant to MIS Officer

4. Office Secretary (January 1, 1999 - December 11, 2000)

Falcon Security Ltd.

Company Location : Dhaka

Department: Administration

Duties / Responsibilities:

- To maintain staff personal confidential files with confidentiality
- To prepare different type of form reports
- To maintain office files & documents
- To maintain all incoming and outgoing official documents with confidentiality
- To carryout all the secretarial works and typed it by computer
- Work as telephone operator & maintain telephone register strictly
- To receive incoming mail and maintain mail register in proper way
- To arrange sending of outgoing mails in time with maintaining confidentiality;
- To receive guests and visitors in an atmosphere of hospitality
- To maintain clean and good work environment
- To provide secretarial support to staff for performing their responsibilities

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year
Masters of Commerce	Marketing	National University	Second Class, Marks :45%	2007
Bachelor of Commerce	Commerce	National University	Third Class, Marks :40.5%	2002
HSC	Commerce	Comilla Board	Second Division, Marks :47.1%	1998
SSC	Science	Comilla Board	Second Division, Marks :56.9%	1995

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Office Management & General Administration	Management & Administration	IDSL	Bangladesh	Dhaka	2005	5 days
Training on Computer	Adobe Photoshop & Illustrator	Darul Islam Academy	Bangladesh	Sirajgonj	2005	1 month
Training on Computer	Certificate Course on Computer Application	Karmajog Sangostha	Bangladesh	Dhaka	1999	3 months
Training on Typewriting	Type on Bangla & English	Bangladesh Mosjid Mission Adarsha Commercial College	Bangladesh	Dhaka	1998	6 months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 18,000
 Preferred Job Category : IT/Telecommunication, NGO/Development
 Preferred District : Chandpur, Comilla, Dhaka, Gazipur, Sylhet
 Preferred Country : Germany, Japan, United Kingdom, United States, Australia, Bahrain, Canada, Denmark, Singapore
 Preferred Organization Types : Banks, Software Company, IT Enabled Service, NGO, Development Agency, Multinational Companies

Language Proficiency:

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

Personal Details :

Father's Name : Late: Abdul Jabbar
 Mother's Name : Mrs. Rezia Khatun
 Date of Birth : January 5, 1979
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam (Sunni)
 Permanent Address : C/O: Late: Abdul Jabbar, Village: Noringpur (East Para), Post: Noringpur Bazar, PS: Shahrasti, District: Chandpur.
 Current Location : Sunamganj

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Belayet Hossain Meah	Emamul Haque
Organization	: Voluntary Association for Rural Development (VARD)	Stromme Foundation
Designation	: Sr. Assistant Director (Monitoring)	Coordinator Programme-Education
Address	: House # 554, Road # 9, Baitul Aman Housing Society, Adabor, Dhaka	House # B/137 (1st Floor), Road # 22, New DOHS, Mohakhali, Dhaka-1206.
Phone (Off.)	: NA	88-02-9858683
Phone (Res.)	: NA	NA
Mobile	: 01730-048803	01730-710551
EMail	: bhmeah@gmail.com	Emamul.Haque@stromme.org
Relation	: Professional	Professional