

## RESUME OF SYED MUHAMMAD SHAH JALAL

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Namapara, Khilket, Dhaka 1229

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### Career objective:

In fact I am looking for a job in a more dynamic and well organized concern where my multidimensional experience and skills can be utilized proactively for organizational development.

### Career summary:

Served in local, overseas and International Public Organization. Experienced in the working areas such as administration, management, coordination, supervision, logistics, procurement, technical writing, recruitment, performance evaluation, policy formulation, documentation, transcription, advocacy, grants management, secretarial support, workshop and training facilitation, maintenance, vehicle pool management, liaison with vendors/stakeholders, budget preparation, financial transaction, agreement formulation etc.

### Other skills:

Copy typing speed - English 52 wpm / Bengali 35 wpm, conventional office machine operation, , translation, proofreading and editing etc.

### Employment History:

1. Executive (Administration) (October 23, 2018 - continuing)  
RAK Ceramics (Bangladesh) Limited, RAK Tower (8th floor), Jasimuddin Avenue, Uttara, Dhaka 1230 [Department: HR & Admin.]
2. Researcher and Writer (January 1, 2016 - September 30, 2018)  
Freelancer.com [Department: NA]
3. Policy and Governance Officer (April 1, 2014 - December 31, 2015)  
Climate-Resilient Ecosystems and Livelihoods, USAID funded project, House 13/B, Road 54, Gulshan 2, Dhaka [Department: Governance]
4. Sr. Researcher, Climate Change Adaptation (June 1, 2010 - March 31, 2014)  
Bangladesh Centre for Advanced Studies, House 10, Road 16/A, Gulshan 1, Dhaka 1212 [Department: Project Implementation]
5. Executive Secretary (February 17, 2008 - May 31, 2010)  
Bangladesh Centre for Advanced Studies, House 10, Road 16A, Gulshan 1, Dhaka 1212 [Department: Executive Director's office]

6. Secretary (June 3, 2007 - December 31, 2007)  
WHO Project Office for Non-communicable Disease and Mental Health, 14/2 Ansari Building, Topkhana Road, Dhaka [Department: General Management]
7. Executive Secretary (September 5, 2006 - May 31, 2007)  
Kaltimex Energy Bangladesh (Pvt.) Ltd., House 7, Road 4, Dhanmondi R/A., Dhaka 1205 [Department: General Management]
8. Manager (October 1, 2000 - August 31, 2006)  
Eastern Atlas Ltd., Bashundhara R/A., Dhaka 1229 [Department: General Management / Operations]
9. Secretary (July 27, 1998 - July 26, 2000)  
El-Faleh Sports House, Malaz, Riyadh, Saudi Arabia [Department: Import]
10. Executive Secretary (March 21, 1996 - June 29, 1998)  
International Project Support Services System Ltd., Banani, Dhaka 1213 [Department: General Management]
11. Secretary / PC Operator (October 27, 1991 - October 26, 1995)  
National Paper Products Co., Dammam Industrial Area, Saudi Arabia [Department: Production, Planning and Administration Control]

#### **Academic Qualification:**

Examination title	Major	Institute	Result	Passing year
M.Sc	Biodiversity Management	Independent University, Bangladesh	First Class: 3.7% marks	2011
MBA	Marketing	Asian University of Bangladesh	First Class: 3.81% marks	2008

#### **Training Summary:**

Training Title	Topic	Institute	Year
Successful Project Management	Project planning, Scheduling, Work load management, Budget preparation	bdjobs Training, Dhanmondi	2009
Operations Management Excellence	Types of operations, Planning, Meeting deadline, Supply chain	bdjobs Training, Dhanmondi	2009

	management		
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**Linguistic proficiency:**

Very good command in verbal and written English. International English Language Testing System (IELTS) band score 6.5, appeared in British Council, Dhaka on 13 – 14 Dec. 2013

**Career related information:**

Looking for: Mid level job  
 Available for: Full time  
 Present salary: BDT55000  
 Expected salary: BDT60000

**Personal Details:**

Father's name: Syed Nowsher Alam  
 Mother's name: Ayesha Khatun  
 Date of birth: May 31, 1965  
 Nationality: Bangladeshi  
 National ID No.: 19652619351916636  
 Permanent address: H#16, Road 1/1, Chitra Riverside, 7500, Narail Sadar, Narail 7500

**Reference (s):**

Faria Rahman  
 Coordinator, Finance & Accounts  
 RAK Ceramics (Bangladesh) Limited  
 Cell: 01816349846  
 Email: [faria.rahman@rakceramics.com](mailto:faria.rahman@rakceramics.com)  
 Relation: Professional

Md. Aminul Islam  
 In-charge, Marketing and Promotion  
 RAK Security and Services (Pvt) Ltd.  
 Cell: 01713147809  
 Email: [marketing@raksecuritybd.com](mailto:marketing@raksecuritybd.com)  
 Relation: Professional