

ABDULLAH AL HARUN

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Career Objective

To build a career in a challenging position within a reputed organization where I can utilize my skills, prove my expertise, and contribute positively to organizational growth by sincerely accomplishing assigned duties and responsibilities.

Job Experience

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| MZ Aviation | June 2025 – Present |
| Accounts Executive | Naya Paltan, Dhaka |
| <ul style="list-style-type: none">• Manage daily accounting operations, including financial record-keeping and transaction tracking• Assist in preparing financial statements, reports, and budget documentation• Ensure accuracy and compliance with company financial policies and procedures• Support audits and maintain proper documentation for financial transparency | |

Volunteer & Leadership Experience

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|--|---------------------|
| Volunteer for Bangladesh | June 2025 – Present |
| Training & Development Secretary | Khulna Division |
| <ul style="list-style-type: none">• Coordinate training and development activities for volunteers across the division• Assist in planning and organizing workshops, seminars, and awareness programs• Help monitor volunteer engagement and participation in training programs• Develop training materials and support continuous improvement of volunteer skill development programs | |

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| Volunteer for Bangladesh | Jan 2023 – Dec 2024 |
| Vice President | Kushtia, Bangladesh |
| <ul style="list-style-type: none">• Led and supervised volunteer teams for community development activities• Assisted in planning and implementing organizational programs and events• Maintained effective communication between volunteers and senior leadership | |

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| Volunteer for Bangladesh | Jan 2022 – Dec 2022 |
| Project Officer | Kushtia, Bangladesh |
| <ul style="list-style-type: none">• Assisted in planning and executing community-based development projects• Coordinated field activities and managed volunteer participation• Helped prepare activity reports and project progress updates | |

Skills & Abilities

Soft Skills	Strong communication and interpersonal skills, teamwork and collaboration, leadership and coordination abilities, analytical thinking and problem-solving.
Computer and Office Skills	Microsoft Word, Excel, PowerPoint, Google Docs, Sheets and Forms, email and internet communication, basic data entry and documentation.
Additional Skills	Team leadership and supervision, community engagement and social awareness, event coordination and volunteer management.

Education

Bachelor of Science (B.Sc. Honours) in Zoology Kushtia Govt. College, Kushtia National University CGPA - 2.89/4.00	2019 – 2023
Higher Secondary School Certificate Kushtia Government Central College, Kushtia GPA - 3.42/5.00	Year - 2018
Secondary School Certificate Panti High School, Kushtia GPA – 4.83/5.00	Year - 2016

Extra Curriculum

- Actively participated in community service and social development programs
- Volunteered in local charity events and fundraising activities
- Engaged in awareness campaigns and social welfare initiatives
- Involved in leadership and organizational activities through volunteering

Hobbies and Interests

- Volunteering and participating in community engagement activities
- Learning new skills for personal and professional development
- Traveling to explore different cultures and environments
- Reading books on self-improvement and leadership

Declaration

I hereby declare that all the information stated above is true and correct to the best of my knowledge.