



MD. BADSHA MIA

Address: Vill: Senerhuda, Post: Uthali,
Ps: JIbonnagar, Dist: Chuadanga,
Mobile: 01966-544232
Gmail: badshamia.dbbl@gmail.com

Career Objective:

Seeking employment in an organization that provides a challenging opportunity to combine exceptional interpersonal and management skills, morality & honesty

Strength:

- Completed the course Excel Essentials for Workplace Productivity. offered by Passport to Earning Bangladesh. Power by (unicef)
- Working in **hmcs.cooperativebdplus.com** Developed By **Ambala IT**
- Computer Basic & Fundamental, Technical paper writing Office Applications, (**MS Word, MS Excel, MS Access, Power Point**)
- Computer Hardware Maintainers & Networking
- Email, Internet Browsing.
- Internet browsing & online work ability
- Graphics design. And accurate typing with the ability to handle work pressure with skill and patience and complete work within the specified time.

Working Experience:

Organization : E-Zone
Project : Land Data Digitalization for Inclusive Growth (LDD4IG)
Position : Data Management Facilitator(DMF)
Period : Since 1st April , 2026, and am still working
Job Location : Jadavpur Union Land Office, Dhamrai, Dhaka

Major Responsibilities:

- Union Land Office for effective implementation of data management program.
- Support Union land Office administration in financial tracking and submission of progress report using SAVIOUR.
- Ensure collaboration in organizing meetings and events and in drafting meeting notices and informing relevant stakeholders.
- Prepare meeting minutes of relevant discussion points and disseminate among members.
- Regular/close communication and coordination with focal person.
- Maintain communication with concerned officials of Union land office.
- Establish regular information flow and ensure proper documentation and recording system.
- Documentation of progress related to activities of community empowerment as required.
- Facilitate Union land office level planning and monitoring visits.
- Support in organizing promotional events and training activities in the union land office.
- Carry out any other responsibilities as assigned by the Supervisor and Organizational key person.

Career Highlight: Direct implementation of program activities, Facilitation of participatory methods for qualitative analysis, Prepare brief analysis/reports as Study Findings.

Working Experience:

Organization : WAVE Foundation
Project : Land Data Digitalization for Inclusive Growth (LDD4IG)
Position : Union Facilitator
Period : Since 21st August, 2025, and ended on 15th December 2025
Job Location : Modapur Union Land Office, Kalukhali, Rajbari

Major Responsibilities:

- Union Land Office for effective implementation of data management program.
- Prepare meeting minutes of relevant discussion points and disseminate among members.
- Regular/close communication and coordination with focal person.
- Maintain communication with concerned officials of Union land office.
- Establish regular information flow and ensure proper documentation and recording system.
- Documentation of progress related to activities of community empowerment as required.
- Facilitate Union land office level planning and monitoring visits.
- Support in organizing promotional events and training activities in the union land office.
- Carry out any other responsibilities as assigned by the Supervisor and Organizational key person.
- And having special experience of managing Data Entry Operator for 1 month on Rajbari (RRDC)

Working Experience:

Organization : Help Multipurpose Cooperative Society Limited
Project : Financial institution
Position : Computer Operator
Period : Since 2nd October 2023 and ended on 14th August 2025
Job Location : Uthali Bus Stand Muchafir Tower Head Office, Uthali, Chuadanga.

Major Responsibilities:

- Entering debits and credits as accounting on the computer every day
- Collect updated information of the organization and add it to software and excel sheets..
- Work with fast and accurate typing and efficiency.
- Prepare accurate and precise reports at the end of each month and year.
- And complete work within the specified time.
- Manage workload with patience
- Complete work within specified time.

Working Experience:

Organization : Dutch Bangla Bank Agent Banking (DBBL)
Project : Agent Banking
Position : Teller
Period : Since 1st January 2021, and ended on 30th December 2022
Job Location : Uthali Bus Stand, Jibonnagar, Chuadanga

Major Responsibilities:

- Provide daily customer service for bank management.
- Deposit and return customer's daily income and expenses to the bank.
- Submit KYC of customer's new account and resolve transaction patterns.
- Collect, verify and enter necessary information from the internet.
- Work with fast and accurate typing and efficiency.
- Prepare accurate and precise reports at the end of each day, month and year.
- Complete work within specified time.

Academic Qualification

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.sc	Computer Science Engineering (CSE)	First Capital University Of Bangladesh, Chuadanga.	(5th Semester) Running	Continue	2
Diploma In Engineering	Computer Science Technology	Kushtia Polytechnic Institute, Kushtia	3.45 out of 4.00	2022	4
SSC	General Electrical Work	Uthali Secondary school, Chuadanga (Vocational)	GPA 4.89 (Out of 5)	2018	1

Experience and achievement:**Computer Proficiency:**

- (MS Word, MS Excel, MS Access, Power Point)
- Computer Basic & Fundamental,
- Technical paper writing Office Applications,
- Computer Hardware Maintainers & Networking

Other Skill's And Training:

- Excel Essen als for Workplace Productivity. Power by (unicef)
- DEPARTMENT OF YOUTH DEVELOPMENT MINISTRY OF YOUTH & SPORTS
- Refrigeration & Air Conditioning
- Social Entrepreneurship
- Electrical Working,
- Marketing Management
- Technical Sales/ IT Marketing
- Online Marketing
- Electronics Repairing,

Language Skill:

- Excellent reading, writing, speaking and analytical skills in both Bengali and English

Personal Information :

Name	:	Md. Badsha Mia
Father's Name	:	Md Mohidul Islam
Mother's Name	:	Mst Alea Khatun
Date of Birth	:	03 March -2001
Gender	:	Male (5'.3")
Marital Status	:	Married (Mst Shohaley Akter)
Nationality	:	Bangladeshi
National Id No.	:	5112799902
Religion	:	Islam
Permanent Address		Vill: Senerhuda, Post: Uthali, Ps: JIbonnagar, Dist: Chuadanga,
Current Location	:	Rajbari

INTERPERSONAL SKILLS:

Proven Leadership and Team Building Skills -Self motivated ability to work under stress, within minimum supervision and with hard timeline. -Highly sensitive on Gender and Diversity. - Proven ability to work in a multicultural environment and adapt organizational transition and changes. - Knowledge Management Skills.

References:

Md Asaduzzaman District Manager AVCBIII Project WAVE Foundation DC Office Meherpur Mobile: 01712181110 e-mail: asad.lucky1970@gmail.com	Md Harun-Or Rashid Project Coordinator Raise Project-PKSF Project Darirdo Bimoshon Foundation Meherpur Mobile: 01721855406 e-Mail: harunkaligonj@yahoo.com
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Signature
(Md Badsha Mia)