

MD. SHOFIAR RAHMAN

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Career Summary

I have been working as a Community Development Officer (CDO) at BRAC Microfinance (Dabi) since May 2018. Over the years, I have gained strong experience in community engagement, client management, and microfinance operations. My responsibilities include supporting women entrepreneurs, managing loan products, conducting group meetings, and ensuring smooth financial transactions. I work closely with community members to promote financial inclusion, awareness, and socio-economic development. With several years of field experience, I have developed excellent communication skills, problem-solving abilities, and a strong commitment to serving marginalized communities.

Employment History

BRAC Microfinance (Dabi)

Community Development Officer (CDO) | May 2018 – Present

Location: Tepamodhupur Branch, Pirgachha Area, Mithapukur Region

- Conduct group formation, weekly meetings, and center management.
- Identify potential clients and assess financial needs.
- Maintain loan documentation and ensure timely collection.
- Provide financial literacy and business guidance.
- Build long-term relationships with clients.
- Monitor field activities and address loan-related issues.
- Prepare weekly, monthly, and quarterly reports.
- Collaborate with branch staff to achieve targets.
- Ensure compliance with BRAC policies and guidelines.
- Promote social development initiatives within communities.

Academic Qualifications

Level	Degree / Major	Institute	Result	Year
Master	MA in Bangla	Govt. Carmichael College, Rangpur	2.94 / 4.00	2015
Bachelor	BA (Honours) in Bangla	Mir Ismail Hossain College, Kurigram	3.13 / 4.00	2014
HSC	Business Studies	Nageswari Degree College	3.80 / 5.00	2010
SSC	Business Studies	Nageswari Doyamoyee Pilot Academy	4.38 / 5.00	2008

Skills & Specialization

- Community Development and Microfinance Operations
- Client Relationship Management
- Loan Monitoring and Documentation
- Communication and Teamwork
- Computer Skills and Good Handwriting

Languages

- Bangla – Native
- English – Fluent

Personal Information

Father's Name: MD. Faruk Hossen
Mother's Name: Most. Roksana Begum
Date of Birth: 20 December 1992
Gender: Male
Nationality: Bangladeshi
Blood Group: AB+

Addresses

Permanent Address: Masterpara, Nageshwari, Kurigram, Rangpur
Present Address: Tepamodhupur Bazar, Kaunia, Rangpur