

MD. RAMJAN ALI

Address: C/O, MD. ABDUL MALEK, House# 08, Road# 1/2, Ward#04, Nilkantha Master Para, Rangpur., Rangpur Sadar, Rangpur Sadar, Rangpur 5400
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Career Objective:

I want to make my carrier sharp working an organization where I can utilize my conceptual and analytical skills to reach to the peak of that field.

Career Summary:

Seeking challenging career in Multinational or privet sector to get a position of responsibility. Where I can use my skills, efficiency and ideas for achieving organizational mission and vision. I also want to work with top executive and cultivate it in own career.

Special Qualification:

MS Word, MS Excel, MS Power Point, MS Access, E-mail and Internet Browsing. Good interpersonal, communication & analytical skill. Strong teamwork capability and adaptability. Optimistic, confident, and self motivated.

Employment History:

Total Year of Experience : 4.4 yrs

1. Field Facilitator (0.6 yr)

(28 March, 2024 - 06 September, 2024)

RDRS Bangladesh

Rangpur

Area of Expertise

Field Officer (0.5 yr)

Duties/Responsibilities

* One Facilitator generally deals with 125 beneficiaries in the plain land & 1 facilitator deals with average 75 beneficiaries in the haor areasExpertise of the area based Local languages and context.

* Tentative employment duration is 12 months, and this position is reportable to the Livelihood Enterprise Development Coordinator LEDC and Upazila Women Affairs Officer UWAO.

* Major responsibilities of the Livelihood Facilitator position are as follows Assist in formation of beneficiary groups.

* Build strong rapport with the assigned beneficiary groups, help them choose the right trade for livelihood, closely monitor their livelihood activities, facilitate their participation in project activities, and report any misuse of resources by beneficiaries or other stakeholders to the implementing NGO and the respective UWAO.

* Support the project of the ICVGD 2nd Phase project to organize the training sessions for the beneficiaries.

* Maintain close communication with the Upazila Women Affairs Officer UWAO and inform her about any issues regarding the service delivery and support to the project beneficiaries.

* Ensure investment of the cash grant in IGAs and the implementation of the selected IGA by the project beneficiaries.

* The ICVGD women will be primarily responsible for purchasing the productive assets.

* However, the Livelihood Facilitator will assist where necessary, including assisting ICVGD women to committees 45 beneficiaries within the groups.

* Assist the project beneficiaries in maintaining accounts of income and expenditure and keeping for the IGA and develop their capacity to do so independently.

* Visit the beneficiary households regularly at least twice a month to ensure early identification of potential issues with IGAs and undertake actions to mitigate risks.

* Organize and facilitate monthlybimonthly beneficiary group meetings.

- * Provide support to the Livelihood Enterprise Development Coordinator in establishing and maintaining linkages of the beneficiaries with local public or private service providers and market actors particularly to ensure availability of quality inputs for IGAs and to improve market access.
- * Provide support to the beneficiaries to make savings and reinvest the saved amount in IGAs for diversification of their source of fund.
- * Monitor the performance of any beneficiaries or groups and take supportive measures in collaboration with the UWAO and implementing NGO staffs for improving the performance.
- * Assist to establish a tailored grievance mechanism . Other activities as required.

2. Field officer (1.8 yrs)

(June, 2022 – March, 2024)

SKS Foundation

Gaibandha

Area of Expertise

SME Finance (1.8 yrs)

Duties/Responsibilities

- * Survey Market to explore business opportunity.
- * Achieve individual monthly target of sales and collection.
- * Analyze the credit worthiness of the potential borrower.
- * Maintain relationship with Customer and other stakeholder.
- * Ensure high quality of services.

3. Assistant Engineer(PCT) (1.3 yrs)

(July, 2018 – November, 2019)

SONIC(BANGLADESH) LTD.

Uttora EPZ Nilphamari

Area of Expertise

Export/ Import through L/C (0.7 yr), Media Planning/ Media Buying (0.7 yr)

Duties/Responsibilities

- * To communicate with the buyer
- * To prepare sample as per the needs of the customer's demand
- * To send production order to floor for production
- * To work with the good quality of goods
- * To make sure 100% quality of goods
- * To display the products into the display room
- * To work with sample department
- * To work as a target oriented
- * To assist the Engineer for preparing the sample order
- * To solve the problems and taking right decision instant
- * To visit production floor
- * To collect export documents from commercial department
- * To arrange monthly meetings with the customers and factory engineer.

4. Territory Sales Officer (TSO) (0.4 yr)

(January, 2018 – June, 2018)

Abul Khayer Tobacco Ltd. (AKTL)

Dhaka

Area of Expertise

Sales & Marketing (0.4 yr)

Duties/Responsibilities

- * To meet the team in the morning and in the evening meeting to give proper guideline to CSR/SR.
- * To meet the DB for informing all types of operational issues.
- * To go to the market and visit especially the top outlets and overall markets.
- * To ensure all CSR's daily route wise target and to prepare for the day closing and daily send the report to head office and next day target as well.
- * To ensure the attendance of team members and if shortage, to take alternative way to recovery.
- * To attend a consumer gathering program in the visiting market in the evening.
- * To report the Head office updated targets vs achievements.
- * To share weekly target for the next week.
- * To share weekly market visit report with all the team members and the consumers' contact as well.
- * To share weekly competitors' activities report.
- * To take initiative uncovered areas and execute covering plan quickly and to share way forward to increase the sales.
- * To contact top 100 outlets or 80% contributing outlets and keep those outlets sales information and share feedback to team members.

* To ensure DB's positive Return on Investment (ROI) and create positive environments for all.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Arts (MA)	English	National University,Bangladesh	CGPA:2.64 out of 4	2018	1	2nd class
HONOURS	English	National University	CGPA:2.33 out of 4	2015	4 years of Bachelor Degree	2nd Class
HSC	Business Studies	Rangpur Govt . College	CGPA:4.3 out of 5	2009	-	-
SSC	Commerce	Rangpur Zilla School	CGPA:5 out of 5	2007	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
ICT TRAINING	MS WORD, EXEL, DATA ENTRY WINDOWS 7, vista	COMPUTER TRAINING CENTER GUPTAPAR, RANGPUR	BANGLADESH	Rangpur	2008	6 month

Career and Application Information:

Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin, NGO/Development
 Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 25000
 Expected Salary : Tk. 40000
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Investment/Merchant Banking, NGO, Trading or Export/Import, Shipping, Public Relation Companies

Specialization:

Fields of Specialization	Description
Computer skill	MS word, MS excel, Internet Browsing, Email composing.

Language Proficiency:

Language	Reading	Writing	Speaking
BANGLA, ENGLISH	High	High	High
English	High	High	Medium

Personal Details :

Father’s Name : Md. Abdul Malek

Mother’s Name : Most. Wahida Malek

Date of Birth : January 29, 1993

Gender : Male

Marital Status : Married

Nationality : Bangladeshi

National Id No. : 8228564889

Religion : Islam

Permanent Address : C/O, MD. ABDUL MALEK, House# 08, Road# 1/2, Ward#04, Nilkantha Master Para, Rangpur., Rangpur Sadar, Rangpur Sadar, Rangpur 5400

Current Location : Rangpur

Blood Group : O+

Reference (s):

Reference: 01

Name : Md Zahurul Islam

Organization : Sonali Bank PLC

Designation : Principal Officer

Address : Corporate Branch Rangpur

Mobile : +8801716198418

E-Mail :

Relation : Uncle

Reference: 02

Most Zahura Khatun

Abdul Latif Govt. Primary School

Assistant Teacher

Pandardighi, Rangpur

01729495356

Aunt