



MD. NAJMUL ISLAM

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To
Director,
HR/Management

Subject: Application for a suitable position in your organization.

Respected Sir,

As a dedicated professional in the development sector, I am writing to express my interest in a suitable position for your organization. When reviewing the work of your reputed organization in website and having information from my respected colleagues, I am applying for a suitable position to dedicate myself work with your organization and your organizational expectations for the best development mission.

In my role as a *Case Manager*, I was responsible for providing direct support to clients by assessing their needs, creating personalized action plans, and facilitating access to essential services. This position required exceptional interpersonal skills, empathy, and attention to detail, all of which I consistently demonstrated while managing a high caseload.

As a *Community Development Organizer*, I collaborated with local stakeholders to plan and implement community programs that addressed critical issues such as health, education, and economic development. My ability to build relationships with community members and coordinate resources played a vital role in the success of these initiatives.

Additionally, as a *Trainee Credit Officer*, I gained valuable experience in financial analysis, loan assessment, and credit management. This role honed my analytical skills and deepened my understanding of financial services, which would be an asset in roles involving financial oversight and customer service.

I am excited about the opportunity to bring my expertise in case management, community development, and credit operations to [Company Name]. I am confident that my dedication to improving community outcomes, combined with my ability to manage client relationships and financial services, will contribute to the continued success of your organization.

Please review my attached CV for details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet you and discuss in detail.

Thank you for your time and consideration.

Sincerely,
MD. NAJMUL ISLAM

Curriculum Vitae

MD. NAJMUL ISLAM

Mailing Address:

C/O: Majeda Begum

Village: Uttar Shankarpasha, P.O: Bashbaria-8500,

P.S: Pirojpur Sadar, District: Pirojpur.



Career Objective:

I am highly passionate to work with any organization that emphasizes on environment protection and justice, investment for climate change and livelihood, green climate and global warming issues, safety for climate victim, human diversity and sustainable development in the society, promotes and prioritizes inclusion of any marginalized or disadvantaged group of people in the development process without any sort of discrimination, cast and religious hellbent; where sincerity, commitment and skill counted with utmost concern for development approach.

Career Summary:

- At Present working as “Case Manager” at the Resource Integration Centre(RIC) at Mithamain, Kishorganj.
- Worked as Community Development Organizer (CDO) at the “Dak Diye Jai” Foundation.
- Worked as a Trainee Credit Officer at Resource Integration Centre(RIC)

Skills & Expertise:

- Emergency support for in any hard-to-reach areas.
- Authentic summary writing
- Project Cycle Management
- Disability, Gender & Social Inclusion
- Emergency project implementation
- Humanitarian Aid and Disaster Response
- Project Proposal & Concept Note Development
- Advocacy
- Research and Development
- Data Collection, Management, and Analysis
- Case Management
- Community Mobilization
- Photography
- Reporting & Documentation
- Teaching & Training
- Event Management
- Media and Communication
- Technical Skills- Microsoft Office, power point, excel, Adobe Photoshop, Illustrator.
- Environment safety and investment for disaster and climate affecting livelihood.
- Environment safety related campaign, research and broadcasting.
- River and coastal victims’ livelihood and awareness.
- Maternal and Newborn health.
- Nutrition and vulnerability management.
- Child protection and Safeguarding.
- LGI collaboration.

Employment History:

1. Case Manager (02 June 2024 to 30 June 2025)

Organization: Resource Integration Centre(RIC), Dhaka

Department: Training and management.

Major Roles/Responsibilities:

- Coordination with government's social service department authority and planning for IGA activities.
- Training participant's arrangement, FGD, KI data collection, schedule making prepare, report writing and documentation for the DSS.
- Household Survey conduct and beneficiary selection as the defined criteria and project provision.
- Office Management and volunteer's selection, provided technical support as final instructor.
- Field management,
- Advocacy with local Government and government authorities.
- Training provided for new staff and field beneficiaries.
- Adaptation plan and field implementation for disaster safety, and saline variety agriculture.
- Mitigation plan and Budget plan for environment safety, protection measures, adaptation and resiliency increase.

2. Community Development Organizer (CDO) (26 June 2022 to 31 December 2022)

Organization: Dak Diye Jai

Department: Implementation and Management.

Major Roles/Responsibilities:

- Trainer on TOT, TOR, Survey and Safeguarding, Volunteers training, session arrangement and provided technical support as final instructor.
- Field management,
- Procurement and purchase of relief materials.
- Construction monitoring of disaster resilient deep tube well and water disinfection work in the cyclone affected areas.
- Advocacy with local Government and government authorities.
- Training provided for new staff and field beneficiaries.
- Adaptation plan and field implementation for disaster safety, and saline variety agriculture.
- Mitigation plan and Budget plan for environment safety, protection measures, adaptation and resiliency increase.

3. Trainee Credit Officer(TCO) (01 September 2021 to 31 October 2021)

Organization: An Organization for Socio-Economic Development (AOSED) Location: Paikgachha, Khulna.

Department: Monitoring, implementation, Policy integration and Research.

Major Roles/Responsibilities:

- Loan provide and weekly return taking.
- Micro Credit Field Officer plays a key role in managing and promoting microfinance programs at the grassroots level. Their responsibilities often include:
 - Client Identification and Mobilization:
 - Loan Processing:
 - Credit Appraisal and Disbursement:
 - Loan Monitoring and Collection:
 - Group Formation and Management:
 - Reporting and Record Keeping
 - Capacity Building and Training:
 - Client Relationship Management:
 - Compliance and Risk Management:
 - Community Development:

Academic Qualification:

Exam Title	Major	Institute	Education Board	Result	Passing Year	Duration
Secondary School Certificate (SSC)	Humanities	Shankarpasha Union G. Haider Secondary School.	Barisal	3.25	2011	2 years
Higher Secondary School Certificate (HSC)	Humanities	Government Suhrawardi College, Pirojpur.	Barisal	3.60	2013	2 years
Bachelor of Arts (BA)	Bengali	Government Suhrawardi College, Pirojpur.	National University(NU)	2.97	2017	4 years
Master of Arts (MA)	Bengali	Government Suhrawardi College, Pirojpur.	National University(NU)	3.19	2018	1 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Office Application	Operating System Windows 2000, XP, 2007. Software Packages MS Word, MS Excel, MS Access, MS PowerPoint & Internet Browsing.	New Chips & Bytes, Pirojpur Under the authorization of Technical education, Bangladesh	Bangladesh	Pirojpur	2015	6 Month
Basic staff training	Micro Credit	Resource Integration Centre(RIC)	Bangladesh	Dhaka	2021	3 days
Training on scientific Fisheries for adaptive livelihood	scientific Fisheries for adaptive livelihood	Department Of Youth(GOV)	Bangladesh	Pirojpur	2016	3 days
Cyclone protection and livelihood impact	Safety in disaster and climate hazard	Resource Integration Centre(RIC)	Bangladesh	Dhaka	2022	3 days
Plastic materials and sea safety	Plastic materials removing, island and coastal side pollution protection	Resource Integration Centre(RIC)	Bangladesh	Dhaka	2023	3 days

Extracurricular & Social Activities:

- Can recite Al-Quran with smooth voice.
- Can write summary on innovative subject and issues.
- Actively engaged in many rights-based movements related to various students, education, cultural and national issues.
- Can sing songs and recitation.
- Active worker of nature and animal saving movements.
- Ex-Debater of school.
- Can write poem, script.
- Writing Articles based on the education system, policy, and rights that were published in various newspaper, book, and blogs
- Worked as a trainer and moderator in school and college level with various organizations
- Worked as a cultural activist and organizer at education life.

Interest:

- Traveling and exploring the diverse culture and lifestyles of people
- Reading novels and literature
- Watching movies-based environment and wildlife saving
- singing and Reciting poems
- Debate
- Photography
- Cooking

Language Proficiency:

Language	Reading	Writing	Listening	Speaking
Bangla	High	High	High	High
English	Moderate	Moderate	Moderate	Moderate

Personal Details:

Name : Md. Najmul Islam
Father's Name : Late: Md. A. Mannan Howlader
Mother's Name : Majeda Begum
Marital Status : Married
Date of Birth : 07-03-1995
Gender : Male
Nationality : Bangladeshi
National ID No : 3747408866
Blood Group : O+ (Positive)
Permanent Address : Village: Uttar shankarpasha, Union: 7 no Shangkorpasha , Post
Office: Bashbaria (8500), Police Station: Pirojpur Sadar, District:
pirojpur, Bangladesh

Reference(s):

Md. Sabbir Hossain Mallik Haed HR& Admin Resource Integration Centre (RIC) Cell No: 01912274787 Email: info@ric-bd.org	Manjur Ahmed Senior officer Bangladesh Krishi bank. Phone: +8801710823562 E-mail:
Mahfuja Akter Office Assistant/Computer Shankarpasha Union Golam Haider Secondary School,Pirojpur. Phone: +8801787506739	

I hereby confirm that all the information provided in this resume is accurate and truthful to the best of my knowledge. I understand that any false statements or omissions may lead to disqualification from employment consideration or termination of employment if discovered at a later date. I accept full responsibility for the authenticity and accuracy of the details shared.

With best regards

Md. Najmul Islam

(Md. Najmul Islam)