

## CV of Billal Hossain

### **Contact Detail: -**

Mobile: 01866067759/01818686802  
E-mail: billalbd1996@gmail.com/billal\_hossain@haefa.org  
Office Coordinator  
Health and Education for All (HAEFA)  
Address: House-31, Road-16, Sector-13,  
Uttara, Dhaka-1230



### **1. Carrier Objective: -**

To work in a challenging and professional environment where I can apply my skills in procurement, coordination, and administrative support to contribute effectively to the organization. I am committed to maintaining transparency, efficiency, and compliance in procurement processes while supporting the organization's goals. I believe that honesty, integrity, and responsibility are essential to achieving professional success.

### **2. Key Competency (Career summary): -**

A dedicated development professional with extensive experience in the INGO sector, working in Administration, Procurement, and Project Assistant. Experienced in supporting project implementation, operational coordination, and procurement processes in compliance with donor and organizational policies.

Possess strong knowledge of procurement and supply chain management, financial rules, administrative procedures, and donor compliance requirements. Skilled in procurement planning, vendor communication, documentation, reporting, and ensuring transparency and accountability in operational activities.

Have practical experience in programmer implementation, emergency response support, safety and security coordination, and collaboration with government departments and local partners. Also capable of providing basic IT and administrative support for office operations.

Strong interpersonal and communication skills with the ability to work effectively in a multicultural team environment as well as independently. Committed to maintaining professionalism, integrity, and efficiency while contributing to the successful implementation of development programs.

### **3. Professional Expertise Area: -**

#### **Administration & Logistic Support**

- Administrative support, documentation, and filing management
- Visitor coordination and protocol maintenance (International & National)
- FD-9 processing and work permit facilitation from NGOAB & RRRC Office
- Logistics coordination and operational support
- Procurement and supply chain management following organizational policies
- Vehicle management, maintenance coordination, and insurance management
- Asset management, inventory control, and store/stock management
- Customs clearing and forwarding coordination
- Government-NGO liaison and stakeholder coordination
- Agreement and contract preparation
- FD-7 & FD-6, FC-1 processing and regulatory documentation

- Preparation of different types of Project Completion Reports
- Vendor selection and evaluation processes

### **Safety and Security Work**

- Support the implementation of organizational safety and security policies and procedures.
- Coordinate safety and security measures for staff, office premises, and project sites.
- Conduct regular monitoring of security situations and report any incidents or risks to management.
- Ensure compliance with security guidelines during field visits, travel, and project activities.
- Assist in emergency preparedness and response planning.
- Maintain communication with local authorities and community stakeholders regarding security matters.
- Support staff safety awareness and basic security briefing when required.

### **HR Related Work**

- Support recruitment processes, including job advertisement, CV screening, and interview coordination.
- Assist with staff onboarding, orientation, and maintaining personnel files and HR documentation.
- Maintain staff attendance, leave records, and contract documentation.
- Support the preparation of employment contracts, staff agreements, and other HR-related documents.
- Ensure compliance with organizational HR policies, procedures, and labor regulations.
- Coordinate staff training, capacity-building activities, and performance evaluation processes.
- Maintain confidentiality of staff information and HR records.
- Assist management in staff welfare, communication, and workplace discipline.
- Program Operational Support
- Assist in planning, coordination, and implementation of program activities to ensure smooth operations.
- Support monitoring and reporting of program progress, outputs, and outcomes.
- Facilitate field visits, logistics, and resource allocation for program activities.
- Maintain documentation, records, and reports for program compliance and donor requirements.
- Support partner organizations (PNGO) in program implementation and operational coordination.
- Assist in budget tracking, expense monitoring, and adherence to financial guidelines.
- Contribute to the preparation of project proposals, operational plans, and donor reports.
- Ensure compliance with organizational policies, safety, and security guidelines during program operations.

### **04. Employment History (Present to past):**

|                          |                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| a) Present Position      | : Office Coordinator                                                                                                                 |
| Name of the Organization | : Health and Education for All (HAEFA) Bangladesh                                                                                    |
| Working Place            | : Bangladesh Country Office, Uttara, Dhaka                                                                                           |
| Duration                 | : 01 July 2024 to Continue                                                                                                           |
| Project Title            | : HAEFA Free Medical Check-up & Treatment for FDMN at the Rohingya Camp and the surrounding Host Communities in Ukhiya, Cox's Bazar. |

**Major Responsibilities:**

- Manage day-to-day office operations to ensure smooth functioning.
- Coordinate communication between departments, staff, partners, and external stakeholders.
- Maintain office documentation, records, filing systems, and data management.
- Oversee logistics, office supplies, asset management, and inventory control.
- Schedule and organize meetings, official visits, workshops, and training sessions.
- Support HR functions, including attendance, leave management, and staff onboarding.
- Assist Finance and Procurement teams in operational and administrative tasks.
- Ensure compliance with organizational policies, safety, and security standards.
- Facilitate partner coordination, donor reporting, and program support as needed.
- Act as a point of contact for internal and external queries, ensuring professionalism and timely response.

|                          |                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| b) Previous Position     | : Project Assistant                                                                                                                    |
| Name of the Organization | : Health and Education for All (HAEFA), Bangladesh                                                                                     |
| Working Place            | : Country Office Uttara, Dhaka-1230                                                                                                    |
| Duration                 | : 1 April 2021 - 30 June 2024                                                                                                          |
| Project Title            | : Cervical Cancer Screening, Detection, Treatment & Elimination in selected districts and Upazillas through The HAEFA Funded by UNFPA. |

**Major Responsibilities:**

- Assist in planning, coordination, and implementation of project activities to ensure timely and effective delivery.
- Support program monitoring, documentation, and reporting to meet donor and organizational requirements.
- Facilitate logistics for field visits, meetings, trainings, and workshops.
- Maintain project files, records, and databases for operational and compliance purposes.
- Assist in budget tracking, expense monitoring, and adherence to financial guidelines.
- Coordinate with partner organizations (PNGO/Local Partners) to support project implementation.
- Ensure compliance with organizational policies, safety, and security procedures during project activities.
- Support the preparation of project proposals, operational plans, and donor reports.
- Assist in procurement, inventory management, and resource allocation for project needs.
- Act as a point of contact for communication between project teams, stakeholders, and partners.

|                          |                                                        |
|--------------------------|--------------------------------------------------------|
| c) Present Position      | : IT Assistant                                         |
| Name of the Organization | : Health and Education for All (HAEFA) Bangladesh      |
| Working Place            | : Cox's Bazar & Bangladesh Country Office, Uttara      |
| Duration                 | : 01 February 2017 - 31 March 2021                     |
| Project Title            | : HAEFA Medical Checkup & Treatment for Rohingya Camp. |

**Major Responsibilities:**

- Provide IT support for daily office operations and program activities.
- Patients Registration, Data Collection, and Data Analysis with reporting
- Maintain, update, and troubleshoot Major FDMN Camp Nirog applications and related software systems.
- Assist staff in using hardware, software, and applications efficiently.

- Ensure smooth functioning of computers, networks, printers, and other IT equipment.
- Support data entry, data management, and database maintenance for program monitoring.
- Assist in the preparation of IT-related reports, documentation, and digital filing systems.
- Coordinate with IT service providers for technical support and maintenance.
- Ensure data security, backup, and confidentiality of all digital records.
- Provide basic training and guidance to staff on software usage and troubleshooting.
- Support project teams in digital communication tools and reporting platforms.

**05. Educational Qualification: -**

| Exam Title                       | Concentration/<br>Major | Institute                                | Result                     | Pas.<br>Year | Duration  | Achievement |
|----------------------------------|-------------------------|------------------------------------------|----------------------------|--------------|-----------|-------------|
| Master of Social Science (MSS)   | Economics               | Tongi Govt. College                      | Appeared                   | 2022         | 2021-2022 | Running     |
| Bachelor of Social Science (BSS) | Economics               | Alhaj Mockbul Hossain University College | Second Class, Marks: 2.58% | 2019         | 2016-2019 | -           |
| HSC                              | Business                | Adhyapak Abdul Mojid College             | CGPA: 3.42 out of 5        | 2015         | 2013-2014 | -           |
| SSC                              | Business                | Kalagasiya M.A. High School              | CGPA: 4.38 out of 5        | 2013         | 2011-2012 | -           |

**06. Training Achieved: -**

| Training Title                                   | Topic                                                      | Institute                           | Country    | Location             | Year | Duration |
|--------------------------------------------------|------------------------------------------------------------|-------------------------------------|------------|----------------------|------|----------|
| Hands-on CPR Training by Advanced CPR Mannequins | “Hands-On CPR Training Using Advanced Feedback Mannequins” | Brown University                    | USA        | HAEFA Country Office | 2025 | 3 days   |
| The COVID-19 Response Training of Trainers       | Awareness                                                  | Brown University, Project HOPE, USA | USA        | Dhaka                | 2019 | 1 month  |
| MS Office Package                                | Adobe Photoshop, Illustrator, MS Word,                     | Saifur's Institute                  | Bangladesh | Dhaka                | 2014 | 6 Months |

|  |                           |  |  |  |  |  |
|--|---------------------------|--|--|--|--|--|
|  | MS Excel, PowerPoint, etc |  |  |  |  |  |
|--|---------------------------|--|--|--|--|--|

#### 07. Language Proficiency: -

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English  | Medium  | Medium  | Medium   |
| Bangla   | High    | High    | High     |

#### 08. Computer Knowledge: -

- **Office Applications:** Microsoft Word, Excel, PowerPoint, Outlook
- **Data Management & Reporting:** Database management, data entry, report preparation, spreadsheets, charts, graphs
- **Nirog Software:** Patient Registration, Data Collection, and Data Analysis with reporting
- **Email & Communication Tools:** Gmail, Outlook, Zoom, MS Teams
- **Internet & Research Skills:** Online research, document sharing, and cloud-based collaboration
- **IT Support & Troubleshooting:** Basic hardware and software troubleshooting, printer and network support
- **Specialized Applications:** Major FDMN Camp Nirog apps, project monitoring software, donor reporting platforms

#### 09. Personal Information: -

Name : Billal Hossain  
 Father's Name : Feroz Miah  
 Mother's Name : Jahanara Begum  
 Date of Birth : 25 Jun 1996  
 Gender : Male  
 Height (Meter) : 5'5"  
 Weight (Kg) : 60  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Village: Bagshitarampur, Post: Chanderchar, P.S.: Home, District: Cumilla, Homna, Cumilla 3541  
 Current Location : Uttara, Dhaka-1230  
 Blood Group : AB+

**10. References: -**

| <b>A</b>                                                                                                                                                            | <b>B</b>                                                                                                                                                                                   | <b>C</b>                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Engr. ATM Zafrul Hassan<br>Country Director & CEO<br>Health and Education for All<br>(HAEFA), Bangladesh<br>Cell: +880-1720-902177<br>Mail: zafrul_hassan@haefa.org | Sujan Moy Chowdhury<br>Manager-Accounts, Finance and<br>Compliance<br>Health and Education for All<br>(HAEFA), Bangladesh<br>Contact no: +8801736333786<br>Mail: smchowdhury1974@gmail.com | Ali Ahmed Khan<br>Manager -Strategic Partnership<br>& Program Development<br>Health and Education for All<br>(HAEFA), Bangladesh<br>Contact no: +8801715683757<br>Mail: sssak98506@gmail.com |

**Declaration**

I, the undersigned, hereby certify that to the best of my knowledge and belief, the information provided in this CV accurately describes my qualifications, experiences, and competencies.

I affirm that all statements made in this CV are true and complete.

**Respectfully submitted,**



**Billal Hossain**

**Dated: 01/06/2026**