

RESUME

MD. HAMIDUL ISLAM

Present Address,

Village : Shyampur, Post: Shyampur-6212

Upzilla : Paba, District: Rajshahi

Mobile-1 : +8801701077538

Mobile-2 : +8801615402658

E-mail : hamidraj.bd70@gmail.com



CAREER OBJECTIVE

I would like to have a career where I can utilize my knowledge and experience acquired from my educational and professional activities and there is better opportunity of my career development.

JOB EXPERIENCE



Organization	:	Center for Zakat Management
Department	:	Livelihood and Human Development
Position	:	Accounts and Admin Officer
Duration	:	03 Septembr 2023 to 31 March 2026

Duties and Responsibilities:

- Manage Accounts and Financial activities.
- Prepare budget and control expenditure as per set rules.
- Conduct Internal Audits from time to time and suggest corrective measures.
- Provide necessary administrative support to a Project Manager.
- Maintain personnel files and profiles of all staff members.
- Process and regulate the compensation package of the staff members including salary, allowances, leaves, disciplinary actions, and other related administrative functions.
- Monitor regular expenditures as budgeted, and prepare financial reports including received and payment, income expenditure, balance sheet, and Bank reconciliation.
- Assist Project Manager in drafting reports, documents, budgets, surveys, etc.
- Pay field visits as and when necessary to oversee the activities.
- Providing IGA (Income Generation Activities) to the Beneficiaries.
- Provide Educational, Food, and House Building Support among the Beneficiaries.

CAPABILITIES:

- Social Activities.

- Leadership skills and working capability in-group and individual working condition.
- Goal oriented hard working ability, like to take to and meet challenge.
- Ready to work any where in Bangladesh.
- Informative and immensely observant.

ACADEMIC QUALIFICATION

Exam Title	Dept./Group	Institution	Result	Pass. Year
Master of Business Administration (MBA)	Management	Rajshahi Collage, Rajshahi under National University	2.94 out of CGPA 4.00	2019
Bachelor of Business Administration (BBA)	Management	Government Iswardi Collage, Pabna Under National University	2.81 out of CGPA 4.00	2017
Higher Secondary Certificate (HSC)	Business Studies	Islamia Degree Collage, Rajshahi, Under Rajshahi Board	3.60 out of 5.00	2011
Secondary School Certificate (SSC)	Business Studies	Shyampur High School, Rajshahi, Under Rajshahi Board	3.00 out of 5.00	2008

PERSONAL SKILLS

Technical Skills : MS Word, Excel, PowerPoint, and Internet Browsing, Drafting Effective Business Emails, Operating Zoom, and Google Meet App

Soft Skills : Time Management Skill, Communication Skill, Leadership, Decision-Making Skills, Networking, Negotiations, Problem Solving & Decision Making, Capacity Building, Conflict Resolution skills, and working under pressure.

PROFESSIONAL CERTIFICATIONS

Training Title	Topic	Institute	Year	Duration
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1. Training on Accounts Management.	Voucher Prepare with Supporting, Maintain Cash, Ledger, and others, Record-Keeping Register, Prepare Reports.	Center for Zakat Management (CZM)	2023 2024	2 Days 2 Times
2. Training on Management Information system (MIS)	Information about entering data into MIS software.	Center for Zakat Management (CZM)	2025	2 Days 1 Time
Certificate in Computer Data Base Programming	MS Word, Excel, PowerPoint, and MS Access	Al-Arafa Computer Training Center, Under Bangladesh Technical Education Board	2018	6 Months

LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bangla (Native)	High	High	High
English	High	High	Medium

PERSONAL INFORMATION

Name : Md. Hamidul Islam
 Father's Name : Abul Kalam Azad
 Mother's Name : Hosnara Begum
 Date of Birth : 18-06-1993
 Contact Number : **+8801701077538**
 Nationality : Bangladeshi (By Birth).

National ID No : 19938127208000005
Blood Group : B⁺ (ve)
Religion : Islam
Marital Status : Married
Spouse Name : Ripa Bristy
Sex : Male
Permanent
Address : Village: Shyampur, Post Office: Shyampur, Post Code: 6212
Upazila: Paba, District: Rajshahi

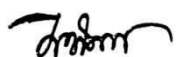
REFERENCES

Md. Mosarraf Hossain	Masum
Former Area Manager North West Zone,	Program Co- Ordinator
Center for Zakat Management (CZM)	Juk- Tilokpur 1,
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DECLARATION

I would appreciate it if you give me an opportunity to work with you and to execute myself with your support. All the information provided here is correct and complete.

SIGNATURE



Md. Hamidul Islam

Date: