

S. M. SADI RAHMAN



Administrative & Program Support Professional | Accounts & HR Coordination | NGO & Corporate Experience
Phone: 01517092623 | Email: sheikhsadi1997.ssr@gmail.com

Career Objective

Detail-oriented and organized administrative professional with proven experience in accounts support, HR coordination, documentation management, and operational reporting within a corporate environment. Strong skills in MS Excel, data handling, and digital communication, combined with academic background in Social Work and exposure to development sector program support, training facilitation, and stakeholder coordination. Seeking a challenging role in HR, Administration, or Executive Operations to contribute efficiency, structure, and organizational growth.

Work Experience

Protective Islami Life Insurance Ltd. Dhaka

Accounts & Development Administration Officer

March 2024 – Present

- Managed and updated client documentation, Excel databases, and financial records efficiently.
- Processed client bills, payment records, and financial transactions with accuracy.
- Assisted in preparing performance reports, activity summaries, and portfolio-based documentation.
- Maintained invoices, contracts, employee files, and administrative records systematically.
- Prepared development bills, tour bills, appointment letters, and official administrative documents.
- Supported HR and administrative operations through employee file management and documentation processing.
- Updated Agent (FA) and FA-BM information in UMP Service (ALO) and IDRA systems in compliance with regulations.
- Performed employee file entries, generated ID codes, and maintained digital employee records through the company IT portal.
- Coordinated document scanning activities and ensured proper document management and record accuracy.
- Assisted in licensing updates, reporting, and day-to-day administrative coordination activities.

Social Work Intern

Family Planning Association of Bangladesh (FPAB), Khulna

August 2022 – November 2022

- Conducted awareness campaigns on family planning
- Promoted telehealth services for rural clients

Social Work Intern

Underprivileged Children's Educational Programs, Khulna

June 2019 – December 2019

- Assisted in community outreach and educational support
 - Maintained reports and communication with field teams
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Core Competencies

- Administrative & Office Coordination
- Accounts & Financial Documentation
- HR & Employee Record Management
- Data Entry & Database Management
- Program & Training Support

- Report Writing & Documentation
- Stakeholder Communication
- MS Excel & Digital Tools

Academic Qualifications

Degree	Institution	Result	Year
Master of Social Science	Govt. Brajalal College, Khulna	CGPA 3.28/4.00	2020
Bachelor of Social Science	Govt. Brajalal College, Khulna	CGPA 3.26/4.00	2019
HSC (Humanities)	Shalikh College, Joshore Board	GPA 4.00/5.00	2015
SSC (Business Studies)	Shahazatpur Yusuf Smriti Secondary High School, Joshore Board	GPA 4.25/5.00	2013

professional course

ICT Course (Masters Level)	Govt. Brajalal College, Khulna	GPA 4.00/4.00	2020
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Key Achievements

- Managed administrative documentation and financial records in a corporate environment
- Supported training, awareness, and workshop coordination activities
- Maintained multi-system employee and client databases

Volunteer & Leadership Experience

Brave Dimension Global

Volunteer – Program Support | 2025 – Present

- Supported workshop coordination and training activities
- Assisted in reporting and documentation tasks

Rotaract Club of Ruposhi Khulna

Member | 2017 – 2020

- Youth engagement and event participation

Sonamukh Organization

Computer Secretary | 2015 – 2020

- Documentation and administrative support

Alor Pothojatri Songgothon (APOS)

Volunteer | 2020 – 2024

- Program support and coordination activities

Computer & Digital Skills

- Google Workspace
- Data Management
- Internet Research
- Documentation & Reporting
- Administrative Support
- MS Word, Excel, PowerPoint
- Bangla & English typing
- Email Communication & Digital Tools

- Familiar with Zoom, WhatsApp, Facebook Pages

Language Proficiency : BANGLA & ENGLISH

Key Strengths

- Administrative Coordination
- Documentation & Record Management
- Report Preparation
- Communication & Team Collaboration
- Time Management
- Problem Solving

Leadership & Facilitation Training Experience

- Computer Office Application (360 Hours)
- Active Citizens Youth Leadership Training (British Council)
- Presenter Workshop by Munmun Mukherjee
- Career Workshop by Leading Career, Khulna

Personal Information

Name: S. M. Sadi Rahman
Father's Name: S. M Shiblur Rahman
Mother's Name: Kamrun Nahar
Date of Birth: 04 April 1997
Nationality: Bangladeshi (By Birth)
Religion: Islam
Marital Status: Unmarried
Present Address: 48, Senpara Porbota, Mirpur-10, Dhaka-1216
Permanent Address: South Sahajatpur, Khesra, Tala, Satkhira
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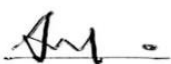
References**Syed Arif Moinuddin Ahmad**

Inspector of Taxes, Taxes Circle 21&22 (Teknaf 1&2), Taxes Zone Cox's Bazar.
Phone : 01628513123
Email: arif.vandari@gamil.com

Md. Mizanur Rahman

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Phone: 01711-780278
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Signature:



S. M. Sadi Rahman