

# Curriculum Vitae



## Md. Abu Sayed Badhon

BBA (hon's) in Accounting

**Present Address** : Bangkanda, Patgram, Lalmonirhat

**Cell no.** : 01788-150080

**E-mail** : abusayedabadhon327@gmail.com

### Career Objective:

I have been volunteering in various non-profit organizations since 2019 to build society from a place of social responsibility. I strongly believe that every citizen has the right to enjoy equal benefits in the society. I'm always vocal against discrimination between women & men and violence against Corruption. I'm Successfully completed my internship as an intern program at Transparency International Bangladesh (TIB) and working as alternative Library officer in Bishwo Shahitto Kendro- Mobile Library project, gathered experience in organizing and coordinating various programs. Like this type of solid experienced will help me to serve in a challenging environment where i can utilize my education and skills.

### Core Competencies:

- Able to meet challenges with confidence, sincerity and hard work.
- Able to accept responsibility and entrust authority.
- Able to coordinate different event.
- Have knowledge on petti Cash maintain, Procurement Process, VAT & Tax rate.
- Proficient in PACT App, Kobo Tool Box, Google Form.
- Honest, efficient and proactive.

### Volunteer/Work Experiences:

1. Working as **Accountant** at M/s. Sajid Traders from February 1, 2021 to June 30, 2023.
2. Working as an **Intern program** at Transparency International Bangladesh (TIB), from 01 November 2023 to 30 April 2024.

#### Key experienced:

- Recruiting members at the marginal level and working with them through forming committees.
  - Prepared various program reports and made entries in MIS.
  - Collect Bill, Voucher and Quotation.
  - Organize Committees of Concerned Citizens (CCC) training, workshop, AI desk and others program.
  - Arrange community Action meeting, Monthly Coordination meeting of ACG's, Advocacy meeting with Authority and community monitoring.
  - Provide logistic support to various programs of ACG.
3. Volunteer as a Youth Engagement and support (YES) member at Transparency International Bangladesh (TIB), Committees of Concerned Citizens (CCC), Lalmonirhat from 2020 to till now.

#### Key experienced:

- Assist to arrange community Action meeting, Monthly Coordination meeting of Active Citizen's Groups (ACG), Advocacy meeting with Authority and community monitoring.
  - Assist to collect Bill, Voucher and Quotation.
  - Provide logistic support to various programs of ACG.
  - Support to Organize Committees of Concerned Citizens (CCC) training, workshop, AI desk and others program.
4. Working as an alternative Library officer in Bishwo Shahitto Kendro- Mobile Library project from 01 November to present.

#### Key experienced:

- Organizing monthly reader gathering.
- Encourage the reader to read the book.
- Collection of Readers.

**Educational Qualification:**

Education Title	University/Board	Group/Subject	GPA/CGPA	Passing Years
BBA	National University	Accounting	3.05	2022
HSC	Dinajpur	Business study	3.25	2018
SSC	Dinajpur	Science	4.39	2016

**Training Course and Participation:**

Training Title	Organization	Duration
Basic Computer Skills. Such As Using Word Processing Software, Creating Spreadsheets, Using Printers And Other Work-Related Equipment, Or Looking Up Information Online.	Skill Development Training Center, Urban Social Service Office, Lalmonirhat	6 Month
Training on Gender and Good Governance	Transparency International Bangladesh (TIB),	1 Day

**Personal Information:**

Father's Name : Md. Alauddin Prodhan  
Mother's Name : Beauti Begum  
Date of Birth : 25<sup>th</sup> November 2000  
Nationality : Bangladeshi (by birth)  
National ID No : 2414012621  
Religion : Islam  
Blood Group : AB (+ve)  
Permanent Address : Bangkanda, Patgram, Lalmonirhat

**References:**

References- 01		References- 02
Name	Md Morshed Alam	Sheikh Rafiqul Islam
Designation	Area coordinator- CE	Income Tax, Lawyer
Organization	Transparency International Bangladesh (TIB)	Bangladesh Bar Council.
Mobile	01714-092835	01797-892011
E-mail	morshed@ti-bangladesh.org	adrafiq05@gmail.com

**Declaration:**

I declare that all the information furnished in this CV is correct, true and complete to the best of my knowledge and belief.



(Md. Abu Sayed Badhon)

