

# Curriculum Vitae

# of

## Kisor Chandra

Address: Kisor Chandra, Vill: Khajurtala, PO- Barguna, Up-Zilla- Barguna Sadar,  
Dist: Barguna, UP- 2no Gourichanna, Ward & Block-01, Mobile- 01538885269.



<b>Career Objective</b>	To develop my career in such a field that ensures me the best use of my knowledge, potentials, and efficiency. To work in an environment where there is an opportunity of self assessment and improvement both in individual and group based job.
<b>Esteem Traits</b>	A drive to perform, patience, accepting challenging work, willingness to learn.
<b>Work Experiences</b>	<p><b>Organization</b> : Manabik Sahayja Sangstha (MSS)  <b>Position</b> : Area Manager  <b>Name of the Project</b> : Micro Credit Program  <b>Duration</b> : April 01, 2019 To Present</p> <p><b>Organization</b> : HEED Bangladesh  <b>Position</b> : Branch Manager &amp; Area Manager  <b>Name of the Project</b> : Micro Credit Program  <b>Duration</b> : March 01, 2014 – March 31 2019</p> <p><b>Major Responsibilities:</b></p> <ul style="list-style-type: none"> <li>★ Prepare Annual action Plan and budget according to organizational target and implement the activities as per plan.</li> <li>★ Guide and supervise Program staff and to provide day-to-day administrative and program implementation support.</li> <li>★ Take the lead and to encourage others, to develop ideas, policies and strategies which will advance the Vision and Mission of the organization and ensure its future survival, competitiveness and effectiveness.</li> <li>★ Undertake regular field visits to supervise field activities implemented by different sect oral and concerned program staff and to ensure quality of Organization field implementation.</li> <li>★ Ensure efficiency, effectiveness and transparency of field activities.</li> <li>★ Seek to improve Organization operational procedure, monitoring and management information system so that they are simple, effective, maximal and supportive for efficient field operation and program implementation.</li> <li>★ Prepare and checking AIS and MIS report and Send to MRA &amp; PKSF.</li> <li>★ Take proper action to recovery dues loan and regular communicate with defaulter members.</li> <li>★ Take measures to prevent new dues and expansion of the program.</li> </ul>

	<p><b>Organization</b> : HEED Bangladesh</p> <p><b>Position</b> : Branch Accountant</p> <p><b>Duration</b> : Oct 20, 2013 – Feb 28, 2014.</p> <p><b><u>Major Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>★ Assist staff and target groups in procuring assets maintaining procurement policy.</li> <li>★ Provide financial statement to the project office.</li> <li>★ Check pass book of target groups &amp; reconcile with other account related books.</li> <li>★ Support in auditing and verification etc.</li> <li>★ Prepare monthly and periodic financial reports.</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>• MS Office Package Program <i>Word, Excel, Power point etc.</i></li> <li>• Internet Browsing</li> <li>• Typing experience both Bengali and English.</li> </ul>
<b>Educational background</b>	<p><b><u>Masters of Business Administration (M.B.A)</u></b></p> <p><b>Subject</b> : Accounting</p> <p><b>Result</b> : 3.44 (CGPA)</p> <p><b>University</b> : Global University</p> <p><b>Year</b> : 2017</p> <p><b><u>Bachelor of Business Administration (B.B.A)</u></b></p> <p><b>Subject</b> : Accounting</p> <p><b>Result</b> : 3.38 (CGPA)</p> <p><b>University</b> : Global University</p> <p><b>Year</b> : 2016</p> <p><b><u>Higher Secondary Certificate (H.S.C)</u></b></p> <p><b>Group</b> : Accounting</p> <p><b>Board</b> : TEC.</p> <p><b>GPA</b> : 3.88</p> <p><b>Institute</b> : Eng. Sultana Saleha Technical &amp; BM College, Barguna</p> <p><b>Year</b> : 2012</p> <p><b><u>Secondary School Certificate (S.S.C)</u></b></p> <p><b>Group</b> : Humanities</p> <p><b>Board</b> : Barisal</p> <p><b>GPA</b> : 3.81</p> <p><b>Institute</b> : Lakurtala Sonar bangla Secondary School, Barguna.</p> <p><b>Year</b> : 2010</p>
<b>Language Proficiency</b>	<p><b>English:</b> Good writing, Speaking and understanding ability.</p> <p><b>Bengali:</b> Excellent writing, Speaking and understanding ability.</p>
<b>Hobby</b>	<ul style="list-style-type: none"> <li>• Hearing music, watch TV etc.</li> <li>• Reading novels, articles on history and development works throughout the country and abroad.</li> </ul>

## Self- Assessment

- Sincere, Polite, Energetic and have the ability to work long hours at a stretch.
- Quite confident and friendly while meeting and assisting people at all levels and able to provide them quality service.

## Personal Information

Name : Kisor Chandra  
Father's Name : Krisno Kanta Howladar  
Mother's Name : Suniti Rani  
Date Of Birth : February 01, 1995  
Nationality : Bangladeshi (By birth)  
Religion : Hindu (Sanaton)  
Sex : Male  
Marital Status : Married  
Height : 05'-5"  
Mobile No. : 017538885269  
E-mail : [kishorheed@gmail.com](mailto:kishorheed@gmail.com)

## References

**Abu Hena Masud**  
**Zonal Manager**  
Manabik Shahajya Sangstha(MSS)  
Narayanganj Zone  
Cell: 01969310980

**Md. Zahidul Islam**  
**Zonal Manager**  
Manabik Shahajya Sangstha(MSS)  
Gazipur Zone  
Cell: 01708143970

## Signature

**Faithfully Yours,**



**Kisor Chandra**  
**Date:10.06.2022**