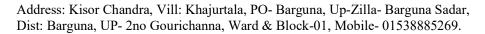


### Kisor Chandra





## **Career Objective**

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.

## **Esteem Traits**

A drive to perform, patience, accepting challenging work, willingness to learn.

Organization
Position
Name of the Project
Duration

: Manabik Sahayja Sangstha (MSS): Area Manager

: Micro Credit Program: April 01, 2019 To Present

Organization Position

Duration

: HEED Bangladesh

Name of the Project : Mic

: Branch Manager & Area Manager

: Micro Credit Program

: March 01, 2014 – March 31 2019

#### **Major Responsibilities:**

- \* Prepare Annual action Plan and budget according to organizational target and implement the activities as per plan.
- \* Guide and supervise Program staff and to provide day-to-day administrative and program implementation support.
- \* 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.
- \* 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.
- \* Ensure efficiency, effectiveness and transparency of field activities.
- \* 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.
- Prepare and checking AIS and MIS report and Send to MRA & PKSF.
- \* Take proper action to recovery dues loan and regular communicate with defaulter members.
- \* Take measures to prevent new dues and expansion of the program.

## Work **Experiences**

Organization : HEED Bangladesh
Position : Branch Accountant

**Duration** : Oct 20, 2013 – Feb 28, 2014.

#### **Major Responsibilities:**

- \* Assist staff and target groups in procuring assets maintaining procurement policy.
- ★ Provide financial statement to the project office.
- \* Check pass book of target groups & reconcile with other account related books.
- ★ Support in auditing and verification etc.
- \* Prepare monthly and periodic financial reports.

## **Computer** Skills

MS Office Package Program

Word, Excel, Power point etc.

- Internet Browsing
- Typing experience both Bengali and English.

#### **Masters of Business Administration (M.B.A)**

Subject : Accounting
Result : 3.44 (CGPA)
University : Global University

**Year** : 2017

### **Bachelor of Business Administration (B.B.A)**

Subject : Accounting
Result : 3.38 (CGPA)
University : Global University

**Year** : 2016

## **Educational** background

### **Higher Secondary Certificate (H.S.C)**

**Group**: Accounting

Board: TEC. GPA: 3.88

**Institute**: Eng. Sultana Saleha Technical & BM College, Barguna

**Year** : 2012

### **Secondary School Certificate (S.S.C)**

Group : Humanities
Board : Barisal
GPA : 3.81

**Institute**: Lakurtala Sonar bangla Secondary School, Barguna.

**Year** : 2010

# **Language Proficiency**

**English:** Good writing, Speaking and understanding ability.

**Bengali:** Excellent writing, Speaking and understanding ability.

### Hobby

- Hearing music, watch TV etc.
- Reading novels, articles on history and development works throughout the country and abroad.

#### 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 : Hundu (Sanaton)

Sex : Male

Marital Status : Married Height : 05'-5"

Mobile No. : 017538885269

E-mail : <u>kishorheed@gmail.com</u>

#### Abu Hena Masud Zonal Manager

Manabik Shahajya Sangstha(MSS)

Narayanganj Zone Cell: 01969310980

#### References

#### Md. Zahidul Islam Zonal Manager

Manabik Shahajya Sangstha(MSS)

Gazipur Zone

Cell: 01708143970

### **Signature**

Faithfully Yours,

Kisor Chandra Date:10.06.2022