

RESUME

Farukh Ahmed

Present Address: 357, Goyaltek Prodhon Sorok, Dokkinkhan, Dhaka-1230.

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Career Summary:

I have been working diligently at NGOs for the last 6 years. I work with responsibilities, I have worked on a variety of projects, from which I am aware of all kinds of work, and my work experience is constantly increasing. I do project implementation, reports, collect data, I do provide skilled training, and does all the accounting work.

Professional Experience:-

1. Name of the Organization: READI- Research Evaluation And Development Initiative.

Name of the Project: BRAC Education Programme, Out of School Children Education Programme, Under (BNFE-Bureau of Non-Formal Education).

Programme Supervisor: - 03 July, 2022 to till now.

Duties/Responsibilities:

- Data Collection screening and admission process of Students. Establish Learners Center.
- Constitution of CMC (Central Management Committee) .
- Quarterly Parents/guardians Meeting.
- Monthly Teacher Coordination Meeting.
- School counseling session is conducted. Supervision and Monitoring of Teachers.
- See how students are being taught and brief teachers on how to teach better.
- Relations build up with Teacher, Parents/guardians and local govt.
- Monitoring & Reporting Weekly, Bi-Weekly, Monthly & Quarterly.
- Assists / supports the administrative activities and Training/Workshops/Events.

Additional work:

- Prepare Bill & Voucher (Debit, Credit & Journal), Bank Reconciliation, Advance register, Cheque register, Asset register etc maintain.
- Record and post all transactions in the cash book. Prepare and Maintain Cash book, Ledger book & Stock book. Prepare Monthly, Quarterly, Half Yearly and Annual Financial Report.
- Accounts related others work.

2. Name of the Organization: READI- Research Evaluation And Development Initiative.

Name of the Project: Nutrition Security for Vulnerable Workers Project.

Name of Donor: GAIN-Global Alliance for Improved Nutrition.

Food Monitor-Cum-Accountant: - Duration- 18 August 2020 to 02 July 2022

Duties/Responsibilities:

- Factory Search & Selection.
- Maintain communication with all concerned factory, vendor.

- Monitor whether eating is healthy.
- To Monitor Whether food is being served in compliance with Corona and other hygiene rules.
- To ensure that food is distributed evenly among the workers.
- Fill in the report format monitoring the demand and supplier food.
- Prepare Bill & Voucher (Debit, Credit & Journal), Bank Reconciliation, Advance register, Cheque register, Asset register etc maintain.
- Record and post all transactions in the cash book.
- Prepare and Maintain Cash book, Ledger book & Stock book.
- Prepare Monthly, Quarterly, Half Yearly and Annual Financial Report.
- Assists / supports the procurement process, administrative activities and Training/Workshops/Events

3. Name of the Organization: READI- Research Evaluation And Development Initiative.

Name of the Project: Vulnerable Group Development (VGD) Project, Directorate of Women Affairs at Trishal, Mymensingh.

Training Officer: - Duration- 1 October 2019 to 31 December 2020

Duties/Responsibilities:

- I am serving as instructor of Training (IGA training & Life Skills Development Training, 1000 women in 3 Unions).
- Collaborate to open a VGD account.
- To co-operate with VGD beneficiaries in making savings deposits.
- To provide life skills and income generating training to VGD beneficiaries etc.

4. Name of the Organization: READI- Research Evaluation And Development Initiative.

Name of the Project: (Social awareness campaign on fortified Oil and Salt at grass root level in the central regions of Bangladesh. Trinamul Pusti Ovijan Project) at Haluaghat & Dhubaura in Mymensingh . Indigenous Garo Communities.

Name of Donor: GAIN-Global Alliance for Improved Nutrition.

Accountant: - Duration- 02 July 2018 to 31 March 2019

Duties/Responsibilities:

- Prepare Bill & Voucher (Debit, Credit & Journal), Bank Reconciliation, Cash book, Ledger book, Stock book, Advance register, Cheque register, Asset register etc maintain.
- Record and post all transactions in the cash book.
- Prepare Monthly, Quarterly, Half Yearly and Annual Financial Report.
- Perform others work related to accounts.
- Assists / supports the procurement process, administrative activities and Training/Workshops/Events.

Additional Work:

- Local nutrition club fill up formatting. Establish pusti Center.
- Attend Monthly meeting with beneficiaries about awareness build up on taking iodine salt and vitamin A.
- Coordination Meeting with Stakeholder. School counseling session is conducted.
- Relations build up with stakeholder like businessmen, bakery owner, hotel owner, and local govt.
- Baseline & End line Survey etc.

5. Name of the Organization: DJTI- Decent Job And Training Institute is a Concern of READI

Name of the Project Name: SHAMERTO (Sustainable Skills and Employment in Small Scale Agro Food Processing Project) at Mymensingh.

Name of Donor: HELVETAS Swiss Intercooperation.

Accountant: - Duration- 02 July 2018 to 30 September 2019.

Duties/Responsibilities:

- Prepare Bill & Voucher (Debit, Credit & Journal), Bank Reconciliation, Cash book, Ledger book, Stock book, Advance register, Cheque register, Asset register etc maintain.
- Record and post all transactions in the cash book.
- Prepare Monthly, Quarterly, Half Yearly and Annual Financial Report.
- Perform others work related to accounts.
- Assists / supports the procurement process, administrative activities and Training/Workshops/Events

Additional Work:

- All batch Data Entry & Web Entry.
- Providing short-term and long-term training to bakery staff to enhance their basic knowledge.
- Contact with job providing organization for bakery staff so that they can get a good service.
- Coordination with Consortium Members & others Organizations.
- Liaise with Food & Beverage Companies for Trainee Job placement.

6. Name of the Organization: DJTI- Decent Job And Training Institute

Name of the Project Name: (Sudokkho Project-Skills training and employment: SMO & GFP) at Zirani bazar, Gazipur, Dhaka.

Name of Donor: Palladium International through DFID and SDC.

Accountant: - Duration-01 February 2018 to 30 June 2018.

Duties/Responsibilities:

- Participants Collection. All batch Data Entry & Web Entry.
- I am serving as instructor of Training. To do all the work of accounting.
- To do Contact with different company for participants job placement
- Purchase of goods for office & training. Other functions of the office etc.
- Prepare Bill & Voucher (Debit, Credit & Journal), Bank Reconciliation, Cash book, Ledger book, Stock book, Advance register, Cheque register, Asset register etc maintain.
- Record and post all transactions in the cash book. Accounts related others works.
- Prepare Monthly, Quarterly, Half Yearly and Annual Financial Report.
- Assists / supports the procurement process, administrative activities and Training/Workshops/Events

Others Experience:- Baseline & End line Survey, Feasibility Study, Impact Study, FGD, KII, Data Collection & Entry etc.

EDUCATION QUALIFICATION:-

Higher Secondary Certificate (HSC)

Institute Name	: Kalmakanda Degree College.
Group	: Business Studies
GPA	: 4.30
Passing Year	: 2014
Board	: Dhaka

Secondary School Certificate (SSC)

Institute Name : Kalmakanda Pilot High School.
Group : Business Studies
GPA : 4.06
Passing Year : 2012
Board : Dhaka

Training

- Baking Level-1 (Sustainable Skills and Employment in Small Scale Agro Food Processing Project).
- Food Preparation Level-2 (Sustainable Skills and Employment in Small Scale Agro Food Processing Project).
- Foundation Training facilitated by BRAC.
- Subject Based Training facilitated by BRAC.
- Computer training Course.

Language Skills

- Bangla: Fluent in Speaking, reading & writing in Bengali (Mother Language)
- English: Fluent reading & writing and also have speaking ability as much as need.

Computer Literacy:

- Application Software: Compatible with Microsoft Word, Microsoft Excel, Power Point, Internet etc.

Personal Information:

Father : Abdul Motalib.
Mother : Bedena Begum.
Date of Birth : 10-11-1995
Nationality : Bangladeshi
Religion : Islam
Sex : Male
Blood Group : O+
Marital status : Married.
National ID : 7353947554
Height : 5' 11"
Weight : 75 kg

Reference:

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