

CURRICULUM VITAE

Mohammad Abul Kalam Azad Mollah
Retirement Junior Commission Officer (Warrant Officer)
Bangladesh Army
Mobile Number: 01794100027
E-mail: woazad20986@gmail.com



PERSONAL INFORMATION

Name : Mohammad AbulKalam Azad Mollah.
Father's Name : Late Abdul Mannan.
Mother's Name : Late Asia Khatun.
Date of Birth : 09 March 1975.
Marital Status : Married.
Nationality : Bangladeshi.
Religion : Islam.
Permanent Address : Vill: Kalta. P.O: Kasba, Thana: Kasba, District: Bramanbaria, Bangladesh
Present Address : C/O: Jas Pharmacy, House No. 65/8/C (2nd Floor), Matikata Bazar, Dhaka Cantonment, Dhaka-1206
Special Achievement : Letter of Appreciation from the Force Commander, United Nation, UNOCI and Distinguished Instructor from Army School of Education and Administration.

PROFILE

I am Retirement Junior Commission Officer (Retirement) in the rank of Warrant Officer of the Bangladesh Army. I have working experience (Administrative mid-level Post). I would like to be an integral part of a well-structured organization utilizing my knowledge, skills & proper profession training provided by the organization & would like to achieve my career objective through hardworking & sincerity. I have an excellent working knowledge of Documentation, Human Resource Management, Admin Management, Security Management, Office Management, Logistic Management, Account, and Finance Management in Bangladesh Army at the various organizations. After retirement joins the civil organization as an "Administrative Executive" Jobs of Aggregate Unloading Yard (NDE), and Manikgong Power Generations Ltd. I'm including Microsoft Word, Excel, Access, and PowerPoint. I work effectively under pressure and handle my time efficiently. I have developed excellent communication skills through my supervisory experience and campus leadership roles.

PROFESSIONAL EXPERIENCE

01 Jan 1992 to 12 Jun 2017 - Junior Commission Officer (Retirement) Warrant Officer of Bangladesh Army.

Jobs Responsibilities:

- Able to draft meeting minutes and correspondence drafting in Bengali & English.
- Coordination, control & management of various admin issues (Accommodation, Transportation Management, other compliance issues, Staff activities, disciplinary actions and providing needful logistics support to all admin activities).

- Monitor Fire Panel and equipment's.
- Handle grievance issues and coordinate with management to ensure good work environment.
- Maintain a calendar and schedule appointments.
- Manage all types of security activities and fire and health, safety and other compliance issues. Arrangements across the organization including investigation of all incidents, hazards and accidents, emergency drills etc. Control security activities; administer CC cameras of the location and improvement of security of property and assets.
- Organize a filing system for important, confidential documents and maintain personnel records.
- Prepare reports on expenses and office budgets and presentations with statistical data, as assigned.
- Proactive approach to tackle situation in advance and address problems instantly.
- Responsible for record all kinds of keeping all license, certificates.
- Schedule in-house and external events.
- Should be able to handle secretarial jobs, liaison with all office, Fire service and other utilities office.
- Taking a leading role in the operation and review of arrangements for emergency evacuation.
- To deal with the law and order maintaining agency.
- To handle any unexpected situation regarding security, legal & settlement issues relevant to HR & Admin dept.
- To manage the HR & Admin related issues regularly.
- To Monitor and comply with the overall administrative policy/ directives/orders to function efficiently and effectively.
- Update office policies as needed.
- Very smooth functioning of all office management and supplies stock and place orders.

14 Jun 2017 to 31 Jan2019 - Admin, HR, Security - Aggregate Unloading Yard (National Development Engineers Ready Mix Concrete Limited).

01 February to 30 June 2019 - Sr Officer, Admin, HR, Security.

01 August 2019 till today - Sr Officer - Admin, Logistics, Security.

Working experience. Working knowledge of Documentation, Human Resource Management, Admin Management, Safety and Security Management, Office Management, Logistic Management, Account & Finance Management and Procurement Management (Medical Stores) in Bangladesh Army at various organization.

SPECIAL QUALIFICATIONS

Experience of conducting classes in Administration Management, Security Management, Office Management, Logistics Management, Procurement procedure, Account and Finance, Personnel Assistant, Training, Operational and Store management in various administrative courses at Army School of Education and Administration.

COMPUTER SKILLS

- Application Programs : MS Word, MS Excel, MS Access, MS Publisher, MS Power point, Internet Browsing, Graphic Design. Excellent efficiency of Bangla and English typing.
- Computer Hardware Programs: Repair and Software Installation.

PROFESSIONAL TRAINING/SKILLS

Following Professional Trainings are conduct development knowledge and skilled in the Administrative Management, Security Management, Office Management, Documentations Management, Human Resource Management, Account and Finance Management, Logistics Management, Supply Chain Management, Procurement Management, **Personnel Assistance**,

and Store Management. Trained person is capable to smoothly working independently any office/branch.

Training Title	Organization	Duration	Result	Remarks
Office Supervisory Course	Army School of Education and Administration	10 Weeks	B+	2 nd Position
Warrant Officers Course	Army School of Education and Administration	12 Weeks	B+	1 st Position
Personnel Assistance Course	Army School of Education and Administration	10 Weeks	B	-
Junior Clerical Course	Army School of Education and Administration	12 Weeks	B+	-
Basic Clerical Course	Army School of Education and Administration	12 Weeks	B+	-
Personal Assistance Course	Army School of Education and Administration	12 Weeks	B+	-
Basic Map Reading Course	Station Central School, Comilla	12 Weeks	B+	-
Basic Trade Training	Combined Military Hospital Comilla	07 Days	Pass	1 st Position
Advance Trade Training	Combined Military Hospital Comilla	07 Days	Pass	1 st Position
Computer Course	Army Computer Club, Dhaka	26 Weeks	B+	2 nd Position
Graphic Design Course	Army Computer Training School	26 Weeks	Pass	2 nd Position

LANGUAGE PROFICIENCY:

LANGUAGE	READING	WRITING	SPEAKING
Bengali	Fluent	Fluent	Fluent
English	Fluent	Fluent	Fluent

HOBIES:

- Reading Professional Books.
- Computer operating and Internet Browsing.
- Playing football.

ACADEMIC QUALIFICATION

Name of Degree	Board/ University	Result	Year of passing	Remarks
Post Graduate Diploma in Human Resource Management (PGDHRM)	Bangladesh Open University	-	-	Student (Final Semester)
Masters of Social Science (MSS)	Govt. Bangla College (Affiliated Dhaka University)	Result Not yet Published	2018	Political Science
B.S.S	Govt. Bangla College (Affiliated Dhaka University)	2nd Class	2015	Social Science
HSC	Comilla	2nd Div	1997	Arts
SSC	Comilla	2nd Div	1991	Science

GENERAL ADMINISTRATION KNOWLEDGE:

- Able to draft meeting minutes and correspondence drafting in Bengali & English.
- Coordination, control & management of various admin issues (Accommodation, Transportation Management, other compliance issues, Staff activities, disciplinary actions and providing needful logistics support to all admin activities).
- Monitor Fire Panel and equipment's.
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REFERENCES:

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|----|---|----|--|
| 1. | Lieutenant Colonel Sheikh Md Zahid Ul Alam
Assistant Director General Medical Services (Dental)
Directorate General Medical Services
Ministry of Defence, Dhaka Cantonment, Dhaka-1206
Cell Phone-01712106080 | 2. | Major General Md Abul Kalam Azad (Retired)
Ex Director General of Medical Services
Directorate General Medical Services
House No. 458, Bannani DOHS
Cell Phone Number: 01715440699, 01701-799294 |
| 3. | Md Mahbubur Rahman Khan
General Manager
BCS Group
Mirpur DOHS
Cell Phone-019115513350 | | |

Certification:

I undersigned, certify that to the best of my knowledge and belief this CV correctly describes my qualifications and me.

Warrant Officer Mohammad Abul Kalam Azad Mollah (Retired)

Mobile: 01794100027

E-mail: woazad20986@gmail.com

Date: August 31, 2019

Subject: **APPLICATION FOR THE POST OF “PROJECT COORDINATOR/ FIELD LIAISON & MANAGEMENT OFFICER”.**

Dear Sir,

In response to your advertisement published in “**Online Jobs**” on 03 September 2019. I am writing concerning a suitable position in “**Project Coordinator/ Field Liaison & Management Officer**” with your organization. I have a particular interest in working for your organization and would appreciate being considered as a candidate for employment. I feel I can make a positive contribution to your organization.

I have working experience Bangladesh Army as Junior Commission Officer (Mid-Level Administrative Post). I would like to be an integral part of a well-structured organization utilizing my knowledge, skills & proper training provided by the organization & would like to achieve my career objective through hardworking & sincerity. I have excellent working knowledge of Documentation, Human Resource Management, Admin Management, Security Management, Office Management, Logistic Management, Account and Finance Management in Bangladesh Army at various organization. After retirement I will join civil organization as an “Administrative Executive” Jobs of Aggregate Unloading Yard and BCS Group. I'm including Microsoft Word, Excel, Access, and Power Point. I work effectively under pressure and handle my time efficiently. I have developed excellent communication skills through my supervisory experience and leadership roles.

My Curriculum Vitae and photo are attached. I appreciate your consideration of my credentials. If I can provide you with additional information, please let me know. You can reach me by email at woazad20986@gmail.com or by phone at +88-01794100027. I look forward to discussing my qualifications with you in person.

Sincerely



MOHAMMAD ABUL KALAM AZAD MOLLAH)
Warrant Officer (Retirement)

Enclosures:

Curriculum Vitae and Photo