

## **CURRICULUM VITAE**

Mohammad Abul Kalam Azad Mollah  
Retirement Junior Commission Officer (Warrant Officer)  
Bangladesh Army  
Mobile Number: 01794100027  
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### **PERSONAL INFORMATION**

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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 (2<sup>nd</sup> 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**

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I am a 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 Ready Mix Concreate Ltd), BCS Group and Manikgonj 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**

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**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).
- Handle grievance issues and coordinate with management to ensure good work environment.
- Maintain a calendar and schedule appointments.
- Maintain confidentiality of info and documentations
- 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.
- Managing Stock of the items.
- Monitor Fire Panel and equipment's.
- Monitoring the security personal and office staff.
- Monitoring the utility for each floor for smooth operation.
- Organize a filing system for important, confidential documents and maintain personnel records.
- Perform basic administrative work, including data entry
- 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.
- Vehicle maintenance, Fuel Cost calculation and reduction, Documentation
- Very smooth functioning of all office management and supplies stock and place orders.
- Working with dispatchers for delivering Letters to various organization
- Recruiting and staffing logistics
- Organizational and space planning.
- Performance management and improvement systems
- Regulatory compliance and reporting
- Employee orientation, development, and training
- Policy development and documentation
- Employee relationship management
- Compensation and benefits administration
- Employee safety, welfare, and wellness education
- Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee development, and employee development.

**14 Jun 2017 to 31 Jan2019 -**

**Officer - Admin, HR, Security - Aggregate Unloading Yard (NDE Ready Mix Concrete Limited).**

- 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).
- Handle grievance issues and coordinate with management to ensure good work environment.
- Maintain confidentiality of info and documentations
- 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.
- Monitor Fire Panel and equipment's.
- Monitoring the security personal and office staff.
- Monitoring the utility for each floor for smooth operation.
- Organize a filing system for important, confidential documents and maintain personnel records.
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- 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.
- Vehicle maintenance, Fuel Cost calculation and reduction, Documentation
- Very smooth functioning of all office management and supplies stock and place orders.
- Recruiting and staffing logistics
- Organizational and space planning.
- Performance management and improvement systems
- Regulatory compliance and reporting
- Employee orientation, development, and training
- Policy development and documentation
- Employee relationship management
- Compensation and benefits administration
- Employee safety, welfare, and wellness education
- Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee development, and employee development.

**01 February to 30 June 2019**

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**Admin Manager - Admin, HR, Security –  
Cargil Feed Bangladesh Ltd.**

**Job 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).
- Handle grievance issues and coordinate with management to ensure good work environment.
- Maintain a calendar and schedule appointments.
- Maintain confidentiality of info and documentations
- 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.
- Managing Stock of the items.
- Monitor Fire Panel and equipment's.
- Monitoring the security personal and office staff.
- Monitoring the utility for each floor for smooth operation.
- Organize a filing system for important, confidential documents and maintain personnel records.
- Perform basic administrative work, including data entry
- 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.
- Vehicle maintenance, Fuel Cost calculation and reduction, Documentation
- Very smooth functioning of all office management and supplies stock and place orders.
- Working with dispatchers for delivering Letters to various organization
- Recruiting and staffing logistics
- Organizational and space planning.
- Performance management and improvement systems
- Regulatory compliance and reporting
- Employee orientation, development, and training
- Policy development and documentation
- Employee relationship management
- Compensation and benefits administration
- Employee safety, welfare, and wellness education
- Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee development, and employee development.

**01 August 2019 till today -**

**Sr Officer - Admin, Logistics, Security- Manikgong Power Generation; Ltd.**

**Jobs Responsibilities:**

- All general admin related task.
- Daily attendance, Monthly salary sheet.
- Logistics Support.
- Book meeting rooms as required
- Emergency Local Purchase including stationery and office equipment's.
- All bill process and store register maintain.
- Event management and Guest Entitlement.
- License renewal work.
- Repair and maintains.
- Vehicle fleet management,
- Fire drill and fire equipment updating, ensuring safety in all aspect, internal investigation.
- Liaison maintain with govt agencies.
- Canteen operation.
- Incident handling, visitors protocol refreshment arraignment office maintain.
- Dormitory maintain ensuring dispatch and gate pass security guards physical presence in 24 hours 7 days and ensuring plant site security.
- Arrange travel and accommodations.
- Schedule in-house and external events.
- Supervising the housekeeping activities and ensuring that all are being maintained appropriately.
- CC TV installation, monitoring and record keeping engaging office support staffs to their duties
- Initiate recruitment requisition, new joint orientation leave form collect and leave register maintain after approval, monthly attendance sheet prepare and send to corporate office after authority's sign,. IT material requisition initiate and forward to corporate office employees personal file shadow copy maintain in the office, different compliance register maintains and updating any the duty assign by the management or department head time to time.
- Employee orientation, development, and training.
- Policy development and documentation.
- Compensation and benefits administration.
- Employee safety, welfare, and wellness education
- Prepare reports and presentations with statistical data, as assigned.
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**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**

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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**

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- 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 conducted to develop knowledge and skills 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 in any office/branch.

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

## REFERENCES:

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
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-01712106080

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)  
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