

M. KASIB MONNA

HR Enthusiast and a Born Leader experienced in Management, Supervision, Leadership and Administrative skills. A supportive team player who enjoys a challenging, fast-paced work environment to benefit mutual growth and success.



SKILLS

Critical & Creative Thinking

Emotional Intelligence

Conflict & Negotiation Management

Judgmental & Decision Making

Teamwork & Collaboration

People Management

Time Management

Leadership

Employee Relation

Life-long Learning

EXPERIENCE

- **Officer (Admin & HR)-Department Head** (February 2019-Present)

Sister Denim Composite Limited, Thermax Group Limited

- **Research Assistant** (August-September 2017)

Johns Hopkins University Center for Communication Programs, Sylhet.

- **Intern** (January-March 2017)

Prekha Bangladesh, Sylhet.

- **Co-Teacher** (July 2016-June 2017)

Border Guard Public School & College, Sylhet.



VOLUNTEER EXPERIENCE

- **Assistant Cultural Secretary** (November 2018-November, 2019)

Alumni Association of Business Administration, SUST, Sylhet.

- **Coordinator** (December 2016-February 2017)

Combined Cultural Alliance (Sommilito Sangskritik Jot), SUST, Sylhet.

- **Senior Executive Committee Member** (2017), **President** (2016), **General Secretary** (2015), **Organizing Secretary** (2014), **Executive Committee Member** (2013), **Asst. Director & Director** (2013-2017)

Maavoi Abritti Samsad, SUST, Sylhet.

- **Co-Organizer** (2015)

Regional Recitation Festival and Workshop-Sylhet Division.



EDUCATION

2015-2016 || **MBA Human Resource Management** GPA
Shahjalal University of Science & Technology, Sylhet **3.40/4**

2011-2015 || **BBA Human Resource Management** GPA
Shahjalal University of Science & Technology, Sylhet **3.29/4**

2011 || **HSC Business Studies** GPA
Abdul Kadir Mollah City College, Narsingdi **5/5**

2009 || **SSC Business Studies** GPA
Brahmondi K. K. M. Govt. High School, Narsingdi **4.75/5**



CERTIFICATIONS

- **Body Language for Leaders** (2017)

Carol Kinsey Goman, PhD-An online course offered by *Lynde.com*.

- **Training on Recitation, Presentation, Direction, Pronunciations and Organizational Skill Development** (2015, 2017)

Bangladesh Abritti Somonnoy Pasrisod & Maavoi Abritti Samsad.

- **Training on Skill Development of HR Professionals** (2019)

Thermax Group Limited, Narsingdi



PERSONAL

Name: M. Kasib Monna

Nationality: Bangladesh

Hometown: Narsingdi

National Id: 19946816410000111

Blood Group: O+ve

Civil Status: Single



CONTACT



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Narsingdi.



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kasibmonna



SOFTWARE

MS Office



Whiteboard Animation



HOBBIES



Recitation



Travelling



Anchoring



Poetry



LANGUAGES

Bengali || Native

English || Proficient

REFERENCES

1.Mohammed Faruque Uddin
Treasurer

Noakhali University of Science & Technology, Noakhali
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2.Mazharul Hasan Mazumder
Professor

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