

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.

EXPERIENCE

▪ **Officer (Admin & HR)** [02/02/2019 – Current]

Sister Denim Composite Limited, Thermax Group

- Office Management
- Safety & Security of Factory Complex
- Grievance Handling
- Budget Allocation
- Personal File & Database Management
- Recruitment
- Policy Making & Implementation
- Disciplinary Action
- Office Order & Notice
- Internal & External Communication
- Facility Arrangement
- Transportation Management

▪ **Recitation Trainer** [02/02/2020 – Current]

Upzilla Shilpokola Academy, Palash, Narsingdi

- Recitation
- Pronunciation
- Presentation
- Bengali Language

▪ **Research Assistant** [01/07/2017 – 31/08/2017]

Johns Hopkins University Center for Communication Programs, Sylhet

- Venue Arrangement
- Participants Management
- Facilitate the Researcher
- Conducting Questionnaire Interview

▪ **Intern** [01/01/2017 – 31/03/2017]

Prekkha Bangladesh, Sylhet

- Office Management
- Data Entry Personal
- File Maintenance
- Any other task ordered by management
- Client Visit

▪ **Co-Teacher** [01/07/2016 – 30/06/2017]

Border Guard Public School & College, Sylhet

- Visual Content Creation
- Conducting Class
- Implementation of IT Accessories in Education
- Report Making
- Establishment of Clubs



PERSONAL

Name: M. Kasib Monna


Nationality: Bangladesh


National Id: 9561153470


Blood Group: O+ve


Civil Status: Married

CONTACT

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HOBBIES

 **Recitation**

 **Travelling**

 **Anchoring**

 **Poetry**

LANGUAGES

Bengali || Native

English || Proficient

Hindi || Proficient

EDUCATION

2015-2016 MBA Human Resource Management	GPA
Shahjalal University of Science & Technology, Sylhet	3.40/4
2011-2012 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

VOLUNTEER EXPERIENCE

- **Assistant Cultural Secretary** [10/11/2018 – 10/11/2019]
Alumni Association of Business Administration, SUST, Sylhet
 - Development of The Business Administration Department
 - Maintaining Pipeline
 - Welfare of the Students
 - Career Counselling
- **Coordinator** [01/11/2017 – 02/02/2018]
Combined Cultural Alliance (Sommilito Sangskritik Jot), SUST, Sylhet
 - Program Arrangement
 - Preserve General Students Right
 - Represent the University
 - Emergency Response
 - Cultural Activities of Campus
- **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** [18/11/2015 – 20/11/2015]
Regional Recitation Festival and Workshop-Sylhet Division
 - Venue Management
 - Sponsor Management
 - Program Arrangement
 - Anchoring
 - Guest Management

CERTIFICATIONS & TRAINING

- **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

SKILLS

Hard Skills

- Microsoft Office
- Internet
- Social Media
- Whiteboard Animation

Soft Skills

- Decision Making
- Analytical Skill
- Organizational & Planning Skill
- Motivated
- Conflict Resolution
- Critical Thinking
- Creativity
- Strategic Planning
- Responsibility
- Communication Skill
- Teamwork
- Cross Cultural Skill
- Problem Solving
- Positive Thinking
- Leadership

REFERENCES

Mohammed Faruque Uddin
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