

**MD. RIASAT MUFTI**

House- N.W.(I)-6,Road-53,

Gulshan-2, Dhaka

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**CURRENT OBJECTIVE**

**EXPERIENCE**

Current objective is to develop a career in an esteemed organization.

**Secretariat of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC)**

**ABOUT**

**Position -** Accountant cum Administrative Assistant

**Duration –** November, 2015 – Continuing

**Location**- Gulshan, Dhaka

**Working Hour** – 40 hours (per week)

**Work Description -**

* Performing all the duties and responsibilities related to the Office of the Secretary General.
* Organize a filing system for important and confidential company documents.
* Drafting letters and reports.
* Answer queries by employees and clients Update office policies as needed.
* Maintain a company calendar and schedule appointments Distribute and store correspondence.
* Prepare regular reports on expenses and office budgets Preparing annual budget of the Secretariat.
* Transport management, ticket reservation, hotel booking.
* Doing protocol at airport and other places with delegates.
* Preparing all logistical matters related to various BIMSTEC Meetings.
* Performing the duties of the Communication Division of the Secretariat.
* Maintaining physical and digital personnel records like employment contracts and PTO requests.
* Update internal databases with new hire information.
* Create and distribute guidelines and FAQ documents about company policies.
* Gather payroll data like bank accounts and working days.

Date of birth: 29 December 1990

Sex: Male

Marital status: Married

Nationality: Bangladeshi

Home District: Sherpur

Mother : Mrs. Rowshon Akhter

Father: Engr. Md. Mahbubul Alam, General Manager, Sylhet Palli Bidyut Samity-1

Interests: Reading, movies and cultural functions.

Blood Group: B+ (ve)

**EDUCATION**

**BSS in Economics (2014)**

Shahjalal University of Science & Technology, Sylhet

Result: 2.81 (out of 4)

**Higher Secondary School Certificate (2008)**

Ispahani Public School and College, Comilla

Board: Comilla

Group: Science

C.G.P.A: 4.20 (A)

**Secondary School Certificate (2006)**

Shahin Academy Feni

Board: Comilla

Group: Science

C.G.P.A- 5.00 (A+)

**SKILLS**

**•** Using computer software applications such as Microsoft Office, Internet Explorer, Adobe, etc

• Basic computer hardware maintenance

• Typing speed about50 words per minute

• Fluent in English and Bengali languages

• Valid Motorbike license

**Research Experiences**

Title: ‘An Insight to the Socio-Economic Impact of Rural Electrification Program in Sylhet’

Period : January to March’ 2013

Supervisor: Nazmunnessa Bakth, Assistant Professor, Shahjalal University of Science & Technology, Sylhet

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|  | **Topic** | **Institute** | **Country** | **Duration** |
| * Basic Training Course on Microsoft Office Application | MS Word, MS Excel, MS PowerPoint, MS Access | Daffodil International Professional Training Institute (DIPTI) | Bangladesh | 32 Hours |
| * Training on Professional Graphics Design | Adobe Photoshop CS6, Adobe Illustrator CS6 | Daffodil International Professional Training Institute (DIPTI) | Bangladesh | 32 Hours |
| * Training on Computer Hardware, Operating System and Networking |  | Daffodil International Professional Training Institute (DIPTI) | Bangladesh | 32 Hours |

**Training Summary**

**Organizational and Volunteer Involvements**

• President of SPORTS SUST 7th executive committee from 2011-2012 (A Sports Organization of SUST) www.sportssust.org

• Sports correspondent of www.sustnews24.com

• Executive Member of SUST Tourist Club

• Treasurer, Intro’ 08 (a celebration program arranged to welcome 19th batch of SUST on 2008), Shahjalal University of Science & Technology

**Participation and Achievements**

* Participate in Fourth BIMSTEC Summit 2018 in Kathmandu, Nepal as a Delegate from BIMSTEC Secretariat.
* Participate in 17th BIMSTEC Senior Officials Meeting (SOM) in Kathmandu, Nepal as a Delegate from BIMSTEC Secretariat.
* Participate in 1st BIMSTEC Permanent Working Group Meeting (BPWC) in Colombo, Sri Lanka as a Delegate from BIMSTEC Secretariat.
* Course on National Conference on Contemporary Issues in Economics’ 2011 organized by Dept. of Economics SUST.
* Achieved Organizer Award in 3rd Inter University Debate Competition’ 2009 organized by Shahjalal University debating Society (SUDS).
* Successfully participated in presentation skills development program organized by SUDS.
* Achieved best speaker awards in Inter department Bangla debate competition’ 2009 organized by SUDS

**References**

1. Mr. S M Nazmul Hasan, Deputy Chief of Protocol

Ministry of Foreign Affairs

Peoples Republic of Bangladesh

Mobile Phone- +8801791580835

Email- nazmulhasan74@yahoo.com

2. Mr. Mosharaf Hossain, Director (Ministry of Foreign Affairs)

Prime Minister’s Office

Mobile Phone - +8801711486017

Email- mosharaf.hossain@mofa.gov.bd

3. Mr. Han Thein Kyaw, Director (Myanmar)

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