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| **MD. ZAHIDUL ISLAM**  **C**ell:  01753397817  **E**mail:  [*zahidshaon@gmail.com*](mailto:zahidshaon@gmail.com)  **M**ailing Address:  Flat: 6/C, 334, Elephant Road, Dhaka-1205. | C:\Users\Lenovo\Downloads\New folder\my-passport-photo1-removebg-preview(2).png |
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**Summary**

09 Years Experienced in all HR activities- policies, organogram, planning, screening, recruiting, placing, train up, supervising and administrating counselors in different EPZs in Bangladesh Export Processing Zones Authority (BEPZA), maintaining HR in SJIBL, advertising, admitting the foreign students, screening, recruiting, administrating, program etc. of the 1st Class to 4th Class employees of a wonderful cross cultured non-profitable Military-Civil organization like Military Institute of Science & Technology (MIST). Also expertise in National and International Procurement guidelines.

**Professional Experience**

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| **Procurement Specialist**  Capacity Building of BEPZA Project  Bangladesh Export Processing Zones Authority (BEPZA)  Prime Minister’s Office, Dhaka.  Private Sector Development Service Project (PSDSP)  (World Bank Project: IDA  Credit No. 4866 & 5769 BD)  From *10-05-2016 to 31-12-2019* | **Duties & Responsibilities:**   * Managing the Scope, Selection, recruitment, placement, training, evaluating, promoting of –60 Social Counselors for the improvement of workers’ human rights& basic needs and 30 Environment Counselors for improvement of overall environmental safety for all EPZs of Bangladesh. It is one of the most successive program of Private Sector Development Support Project (PSDSP) Project: ‘Inspection Services-Social and Environmental Counselor Program’ financing by World Bank. * Coordinating all HR Management and Administration activities like advertising, scrutinizing, screening, selecting and placing of the project staffs and counselors, compliance management, transport & travel management, distribution management etc. * Preparing and administrating of all procurement management through national/international procurement guidelines, monitoring and distributing to the EPZs alongside with official correspondence of preparingbids, evaluating, contract management, distribution, installation, maintenance etc. * Preparing continuous training, workshop, and events and evaluating the standard annually. * Support to project director for administrating the whole project’s staffs and counselor’s (leave, bonus, posting, annual confidential report etc.) and external by continues correspondences with other stakeholders-World Bank, Prime Ministers’ Office, ERD etc. * [Keep filing systems and archiving systems in place and also ensuring that the communications materials are well stocked, monitored.](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=2ahUKEwizre25qZ_nAhVx6nMBHa3fD_MQFjAAegQIEhAD&url=https%3A%2F%2Fcptu.gov.bd%2F&usg=AOvVaw0kNGgaBAK8VE8lPK167ADW) |

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| **Senior Officer**  Shahjalal Islami Bank Ltd.  BACH Unit,  Head Office, Dhaka.  Duration: From *14-02-2013 to 26-04-2016.* | **Duties & Responsibilities:**   * Prepares asset, liability, and capital account entries by compiling and analyzing account information. * Conducting all human resources activities of the divisional staffs’ leave, posting, arrival and also handling stationary, purchase, distribution, maintenance. * Participating in the administrative staff meetings to Bangladesh staff meeting and Recommends financial policies, actions by analyzing accounting options. * Prepares special financial reports by collecting, analyzing, and summarizing account information. |
| **Assistant Admission & Civil Administration Officer**  Administration Wing  Military Institute of Science & Technology (MIST)  Mirpur Cantonment, Dhaka.  Duration: From *04-07-2010 to 10-02-2013.* | **Duties & Responsibilities:**   * Developing, reviewing, and improving administrative systems, policies, and procedures. * Supporting and Recommending to Director Administration, MIST for supervising the Civil Administration’s Recruitment, administrating, placing, promotion, leave, discipline,incentives, performance appraisalbenefits, common service, etc. after retirement program etc. of the 1st Class to 4th Class employees of MIST. * Planning, scheduling, and promoting office events, including meetings, huge inaugural-Farewell program, conferences, interviews, orientations, and training sessions. * Administrating the Ration Shop, Staff’s Café, Canteen, Barbara Shop, Student’s/Staff Corner etc. * Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining, Placement process of the all employees. * Maintain overseas civil and Armed forces students’ protocol, communication through proper channel, admission, necessary commodities, activities, expenditures, policies, exchange of billing etc. |

**Skills**

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| **Interpersonal Skills** | * Well disposed, transparent, smart * Experienced applying Ethical as well as Professional Strategies Standards to Workplace * Always responsible to advice and counsel to employees and counselors on various matters including career progression, education programs and conflict resolution. * Brainstorming, Hard Worker with inherent leadership development capacity. * Ability to form working relationships with people at all levels formally and informally. * Excellent verbal, writing and editing skills in English. * Have a wonderful experience in event management throughout the life (*AID & social awareness programs, concerts, travelling, ceremonies, workshops, journals, publications, cultural programs* etc.) |
| **Computer Skill** | Proficient using latest versions of programs like Windows, Microsoft Word, Microsoft Office, Microsoft PowerPoint, Excel etc. both English and Bangla, internet, intranet browsing, database etc. |
| **Language Skill** | **Language Read Write Speak**  Bengali Excellent Excellent Excellent  English Excellent Excellent Excellent |

**Membership in Professional Society**

Member:

**Bangladesh Institute of Supply Chain Management- BIHRM Supply Alumni alumni institute.**

**Educational Record**

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| ***Professional*** | | | | |
| **Degree Obtained** | **Name of the Institution** | **Subject** | **Period Attended** | **Result** |
| Post Graduate Diploma in Supply Chain Management (PGDSCM) | Bangladesh Institute of Human Resources Management (BIHRM) | Supply Chain Management | 2019 | 3.5 |
| Member of the Chartered Institute of Procurement and Supply (MCIPS) | The Institution of Engineers, Bangladesh (IEB) | Procurement | 2019 | Enrolled |
| ***Academic*** | | | | |
| Master of Business Administration (MBA) | American International University-Bangladesh (AIUB) | Human Resources Management | 2010-2012 | 3.35 |
| B. Com Honors | National University-Bangladesh | Management | 2003-2007 | *Higher 2nd class* |
| Higher Secondary Certificate (HSC) | Engineering University Higher Secondary School | Science | 2003 | 2.90 |
| Secondary School Certificate (SSC) | Engineering University School | Science | 1998 | \*1st Division |

**Training &Workshop**

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| **Name** | **Type** | **Institution** | **Duration** | **Total** |
| Preparation, Management and Monitoring of Development Project | Training | Economic Relation Division,  Ministry of Finance | May 19, 2019-  May 23, 2019 | 05 Days |
| Office Management | Training | By Bangladesh Export Processing Zones Authority (BEPZA) | February 08-February 14, 2019 | 05 Days |
| External Audit of Bank Project & Program | Workshop | World Bank,  Dhaka, Bangladesh | April 03, 2019 | 01 Day |
| Procurement Clinic for Project Procurement Practitioners | Workshop | World Bank,  Dhaka, Bangladesh | April 09, 2018 | 01 Day |
| Strengthen External Aid Management Capacity (SEAMC) | Workshop | Economic Relation Division, Ministry of Finance | Dec 11, 2017 | 01 Day |

**Personal Information**

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| Father’s Name: | Md. Abdul Wahab Khan |
| Mother’s Name: | Samsunnahar Talukder |
| Date of Birth: | 31-01-1984 |
| Permanent Address: | Village : Fulzuri  Post Office : ShafaBandor  Thana : Mathbariya  District : Pirojpur |
| Present Address: | House : 6/C  Road No : 334,  Elephant Road, Dhaka. |
| Height: | 5' 10'' |
| Spouse: | Mrs. Tahmina Kabir Tresha  Assistant Librarian  Dhaka University Library  Dhaka University, Dhaka. |
| Email: | [*zahidshaon@gmail.com*](mailto:zahidshaon@gmail.com) |
|  |  |

**Reference**

**Md. Nabirul Islam**

Secretary

Bangladesh Export Processing Zones Authority (BEPZA)

Contact: 01700784448

Email: [*secretary@bepza.gov.bd*](mailto:secretary@bepza.gov.bd)

*Relation: Top Management*

**Md. Ashraful Kabir**

Chief Engineer & Project Director, Capacity Building of BEPZA Project

Bangladesh Export Processing Zones Authority (BEPZA)

Contact: 01761616670

Email:*pd.cbp.bepza@gmail.com*

*Relation: Project Director/Supervisor*

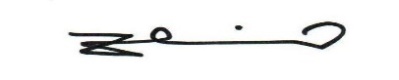
**Md. Abdul Awal Khan**

Member

BTCL, Narayanganj.

Contact: 01550151227

*Relation: Relative*



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Signature