



# Masum Billah

## Career Objective:

To obtain a challenging administrative position in a dynamic and growth-oriented organization where I can leverage my expertise in office management, human resources, and organizational coordination. I aim to contribute to institutional success through my leadership skills, problem-solving ability, and dedication to efficient administration while continuing to grow professionally.

## CONTACT

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 masumbillah86.mm@gmail.com  
 Vhaga, Rampal, Bagerhat

## PERSONAL DETAILS

- Date of birth: 30-12-1996  
Blood Group: AB+  
Nationality: Bangladeshi  
Marital Status: Married  
NID No: 2381758263

## SKILLS & ABILITIES

### Computer Skills:

- Proficient in MS Word, MS Excel and Internet browsing.
- Skilled in Artificial Intelligence

### Soft Skills:

- Critical thinking, decision-making, and problem-solving
- Planning and organizational abilities
- Creativity, innovation, and insightfulness
- Emotional intelligence and adaptability
- Honesty, sincerity, and punctuality
- Effective time management

## Language Proficiency

**Bengali:** Excellent reading, writing, and speaking skills

**English:** Excellent reading, writing, and speaking skills

**Arabic:** Basic reading ability

## Hobbies and Interests

- Leadership and administration.
- Social work and community service
- Ethical business practices
- Traveling and cultural exploration
- Reading books on personal development and leadership
- Striving for personal integrity and good character.

## Professional Training

### Certificate Course on HR, Admin & Social Compliance

*Institute:* BGM Training Institute (BGMI)

*Duration:* 4 Months

### Key Topics Covered:

- HR procedures, administrative management, and compliance practices
- Bangladesh Labor Laws & Rules (2013, 2015, 2018)
- Compliance audits, documentation, and disciplinary actions
- International certification standards and buyer codes of conduct
- International factory operation methods

## Work Experience

### Head of Administration

*As-Sunnah Skill Development Institute (A Concern of As-Sunnah Foundation)*

*Duration:* May 2, 2024 – Present

### Key Responsibilities:

- Led internal and external programs of As-Sunnah Foundation
- Managed overall office administration and HR operations
- Coordinated with department heads and reviewed project progress
- Supported planning and execution of new projects
- Assisted in organizing training and skill development courses

### General Manager

*Ozzy Corporation*

*Duration:* November 16, 2020 – April 30, 2024 (3 years, 5 months, 14 days)

### Key Responsibilities:

- Managed overall administrative and HR operations
- Handled recruitment, training, payroll, and employee relations
- Oversaw financial tasks, including VAT and expenses
- Coordinated import operations and communication with Chinese suppliers
- Supervised customs procedures and documentation

## Extracurricular Activities

- Successfully completed the National Skills Standard Basic Computer Course (2011) from Micro-Computer Proshikkhon Academy, Bagerhat
- Served as Cadet Sergeant in BNCC Naval Wing, Dhaka University Contingent (2015–2019)
- Participated in Flotilla Training Exercise (FTE) – 2016 under BNCC Naval Wing
- Served as General Secretary, Bagerhat Zila Student Welfare Association, University of Dhaka (2019-2022)

## **EDUCATION**

### **Master of Arts (M.A) in Islamic Studies**

*University of Dhaka*

- Passing Year: 2019
- Result: CGPA 3.44 out of 4.00

### **Bachelor of Arts (B.A) in Islamic Studies**

*University of Dhaka*

- Passing Year: 2018
- Session: 2014–2015
- Result: CGPA 3.47 out of 4.00

### **Higher Secondary Certificate (Alim), Humanities**

*Foylahat Asia Karamotia Alim Madrasha*

- Board: Bangladesh Madrasha Education Board
- Year: 2013
- Result: GPA 5.00 out of 5.00

### **Secondary School Certificate (Dakhil), Humanities**

*Foylahat Asia Karamotia Alim Madrasha*

- Board: Bangladesh Madrasha Education Board
- Year: 2011
- Result: GPA 5.00 out of 5.00

## **REFERENCE**

### **Abu Zihad**

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Barishal University  
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### **Dr. Md. Shamsul Alam**

Vice Chancellor of Islamic  
Arabic University, Dhaka  
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### **Masum Billah**

**Date:**