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|  | **Md. Waresul Haque**  340/5, West Dhanmondi, Jafrabad  Dhaka-1207  Mobile: 01941-324470  E-mail: waresul2005@gmail.com  **Professional Experiences:** 15 Years |

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**Field of Experience:**

* Visual Communication Material Development (IEC/BCC)
* Desktop Publishing
* Graphic Design
* Video Editing
* Script Witting and Editing (Bangla)
* Newsletter Editing (Bangla)
* Dealing with Press for Material Printing
* Preparing Specification for Printing
* Professional Photography

**Apps Capability:**

* Adobe Photoshop CC
* Adobe Illustrator CC
* Quark Xpress
* Adobe Premiere Pro CC
* Final Cut Pro 10.3
* Microsoft Office 2016

**Operating System skills:**

* Mac OS 10.11/10.12 (El Capitan/Sierra)
* Windows 7/8/8.1/10

**Present Job:**

**Manager**

Development Communication

**NGO Forum for Public Health**

4/6, Block-E, Lalmatia, Dhaka-1207

Tel: 58154273-4, 8128258-9

E-mail: ngof@bangla.net

**Purpose of the Position:** Design and visualize IEC & BCC materials in line with the organizational needs and project provision.

**Major Functions/Responsibility:**

1. Develop concept, theme & ideas for IEC & BCC materials.
2. **Design and DTP system work** for IEC & BCC materials from the **idea stage to final production.**
3. Provide design and DTP system work to other Cells and Projects for their publication and different printing materials.
4. Article & script writing, collecting & editing for monthly Bangla Newsletter.
5. **Supervise team members** in creating layouts, design and other material designing.

**Others Responsibility:**

1. **Prepare dummy** of the communication materials to be published.
2. Make supervise & dealing with the different presses for printing quality control & delivering the material.
3. Field testing of IEC & BCC material as and when required.
4. Make pre-press procedure for materials to be published.
5. Assist the head to prepare work plan and performance report of development communication cell.
6. Support to **venue decoration** at different national and international day observed by NGO Forum.
7. **Photography work** for IEC & BCC material in different field.
8. Provide electronic files of different publications to other cells & project.
9. Provide maintenance and troubleshooting support for Computer & Graphic Applications in the Cell regularly.

**Training Received:**

* **DTP System** Work (Photoshop, Illustrator, Quark Xpress)
* Adobe Premiere Pro, Final Cut Pro
* 3D Studio Max from Microcell Multimedia
* Maya from Proshika
* Photography Basic course from Pathshala South Asian Photography Institute

**Language Knowledge:**

* Bangla
* English
* Arabic

**Types of Designing area:**

* Annual Report
* Project Brochure
* Product Manual
* Flip Chart
* Flyer
* Newsletter
* Folder Design
* Books and Report Cover
* Poster
* Banner
* Billboard
* Festoon
* Greeting Card
* Visiting Card
* Sticker
* Logo Design
* Calendar (Wall/Desk)
* Year Planner

etc.

**Education:** M.A.

**Personal Information:**

Name : Md. Waresul Haque

Date of Birth : 1st January, 1968

Father’s Name : Late Md. Muzaherul Haque

Mother’s Name : Late Sakina Khatun

Marital Status : Married

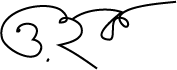
Nationality : Bangladeshi

Religion : Islam

Present Address : 340/5, West Dhanmondi, Jafrabad, Dhaka-1207

Permanent Address : Village: Pirbari, Post: Doulatpur, Thana: Thakurgaon

District: Thakurgaon.



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(Waresul Haque)