



Mr. Sumon Sarker

CONTACT ME

- +880 1716309862
- samsarker77@gmail.com
- 6/8 Popular Housing, Barabag, Mirpur-2, Dhaka-1216

ABOUT ME

Experienced and dedicated management professional with over 15 years of expertise in healthcare, education, and community development sectors. Strong background in hospital administration, HR management, budgeting, and office operations. Proven ability to lead teams, ensure regulatory compliance, manage financial tasks, and solve operational challenges effectively. Committed to delivering high-quality service and maintaining organized, efficient workplaces.

EDUCATION

National University

Bachelor of Commerce

Year: 2001

Alhaz B.N Khan Degree College

H.S.C (Business Studies)

Year: 1999

W.B Union Institution

S.S.C (Science)

Year: 1997

SKILLS

- Hospital & Project Management
- Human Resource Management
- Financial & Accounting Oversight
- Office Administration
- Regulatory Compliance
- Report Preparation
- Staff Supervision & Training
- Problem Solving
- Strategic Planning

OTHER SKILLS

- » 10 Minute School
Data Entry
- » BD Calling Academy
Professional WordPress Development

WORK EXPERIENCE

HR Manager & General Manager

2019 - 2024

Karamtola Community Hospital

- » Managing daily operations to ensure smooth and efficient service.
- » Handling budgets and finances to ensure cost-effective healthcare delivery.
- » Supervising staff, including hiring, training and performance management.
- » Ensure patient care quality and safety standards are met.
- » Strategic planning for hospital growth and service improvement.
- » Maintaining compliance with healthcare regulation and laws.

Project Manager & Accountant

2014 - 2017

S.M.C Hostel Project

- » Manage all office activities.
- » Reserve all important documents.
- » Time to time check all office work.
- » Solve all problems.
- » Check all requirement and manage all.
- » Various Material report done by periodical time.
- » Check voucher and made payment
- » Bank related work.
- » Monthly various report.

Project Manager & Accountant

2009 - 2012

Well International

- » Manage all office activities.
- » Reserve all important documents.
- » Time to time check all office work.
- » Solve all problems.
- » Check all requirement and manage all.
- » Various Material report done by periodical time.
- » Check voucher and made payment
- » Bank related work.
- » Monthly various report.

Manager & Teacher

2007 - 2009

Friends of Bangladesh

- » Manage all office activities.
- » Reserve all important documents.
- » Time to time check all office work.
- » Solve all problems.
- » Check all requirement and manage all.
- » Various Material report done by periodical time.

Teacher

2004 - 2006

Hope's Home

- » Teaches student's academic lesson and also teach them how to do good behaviors with others.

BIOGRAPHY

Father's Name : David Sarker

Mother's Name : Runu Sarker

Date of Birth : 1st March 1982

Gender : Male

Religion : Christian

Nationality : Bangladeshi

National ID : 505 875 2709

PROJECTS

- » <https://dev-sara-healthccare.pantheonsite.io>
- » <https://dev-bdstylehub.pantheonsite.io>
- » <https://dev-learnpro.pantheonsite.io>
- » <https://dev-wsport.pantheonsite.io>

Signature



Karamtola Community Hospital (KCH)

করমতলা কমিউনিটি হাসপাতাল

(প্রেসবিটারিয়ান ফেলোঅশিপ ইন বাংলাদেশ এর একটি প্রকল্প)

(Hospital License No. HSM4324844 & Diagnostic License no. HSM4524846)

23 October 2024

TO WHOM IT MAY CONCERN

This is to certify that Mr Sumon Sarker, Father-David Noton Sarker, Mother-Runu Sarker, Permanent Address: Vill-Uzirpur, Post Office-Uzirpur, PS-Uzirpur, Dist-Barishal worked in Karamtola Community Hospital (KCH), Pubail, Gazipur from 1 July 2019 till 23 October 2024. In the beginning he worked as Hospital HR Manager but from 1 January 2023 he further served Karamtola Community Hospital (KCH) as its General Manager. He resigned from Karamtola Community Hospital (KCH) for his personal reasons.

As HR manager, Mr Sumon Sarker was entrusted with the responsibility of maintaining staff records and staff information. Also during his time as Hospital General Manager, he supervised the hospital's clinical services, maintaining close relations with doctors and other clinical staffs and hospital stakeholders, facilitating vehicle management and arranging necessary procurements as required in different departments of Karamtola Community Hospital (KCH). Mr Sumon Sarker was associated with the process of staff recruitment and staff monitoring too.

During the tenure of his service here, Mr Sumon Sarker had been honest, diligent and hard working. As far as I know, he never took part in any activity subversive of this institution or discipline.

I wish him every success in life.

Dr. David Khan

23/10/2024

Acting Director & Medical Director
Karamtola Community Hospital (KCH)
Karamtola, Pubail, Gazipur

Dr. David Khan
MBBS MPH

Acting Director & Medical Director
Karamtola Community Hospital
Karamtola, Pubail, Gazipur



SMC Hostel Project

SMC (Sacheon Multi-Cultural Integration Support Center) International NGO
475/15 Dewgaon, Rajashon, Savar, Dhaka
Phone No.: - 01726008844
e-mail:- smc02bangladesh@gmail.com

Date: 27th May, 2018.

Subject: No Objection Certificate

To Whom It May Concern

This letter is to make sure that Mr. Sumon Sarker has been worked for 4 years from 1st March 2014 to 30th May at SMC Hostel as a Hostel Project Manager. He has also worked as teacher and taken care of the boys as mentor.

He did paper work very well as Accountant. He prepared all documents for NGO audit. Also he has skills to make relationship with the people. For example, he had a good relationship with UNO Office, High school Principal and others.

He has faithful and gentle character.

His house was about 2 hours far by Bus, but he attended on time and he wasn't absent.

This NOC is issued as per request of employee and in case of any query feel free to contact.

Sincerely,

Project Director,

Mrs. Lee Ku

for


27. May. 2018





WELL International

Asha Hostel

**475 Dewngaon, Rajashon,
Savar, Dhaka**

TO WHOM IT MAY CONCERN

This is to certify that Mr. Sumon Sarker, son of Mr. David Sarker has been worked in "Well International Asha Hostel" as a manager and as an accountant from 1st November 2009 to 31st December 2012. And personally I also know him above ten years. He is very faithful, responsible and having amiable disposition and do not feel any pains to discharge his duties. He has a good command about computer. He has excellent quality to run alone with every student.

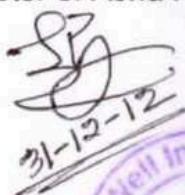
So far I know he has a good character and was not involved with any activities subversive to the discipline.

I believe that he will be a good worker if he has an opportunity to work elsewhere.

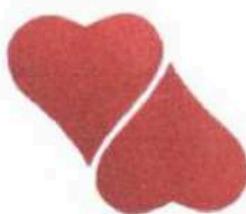
I wish him success in his life.

Sincerely,

Mrs. Lee Khu
Director of Asha Hostel Savar


31-12-12


**FRIENDS OF
BANGLADESH/USA
F O B HEALTH SERVICES
DATTAPARA – TONGI – GAZIPUR
BANGLADESH**



This is to certify that Mr. Sumon Sarker, son of Mr. David Sarker has been worked with Deaf School under Friends Of Bangladesh as a manager and teacher from 1st January 2007 30th June 2009.

He is very faithful and very good at his work. He has excellent quality to run along with every people.

So far I know, he has good character and was not involved with any activities subversive to his discipline.

I believe that he will be a good worker if he has an opportunity to work elsewhere.

I wish him success in his life.

Sincerely,

Miss. K Oh



A handwritten signature in black ink, appearing to read "K Oh". Above the signature, the date "30.06.2009" is written diagonally. Below the signature, the text "Approved By" is printed in purple ink.



HOPE'S HOME

HOUSE 41, ROAD 14, SECTOR 14, UTTARA, DHAKA 1230
TEL : 895-5123

TO WHOM IT MAY CONCERN

This is to certify that Mr. Sumon Sarker , son of David Sarker has been worked with Hope's Home as a teacher from 1st November 2004 to 31st August 2006.

He is very energetic and faithful and having amiable disposition and do not feel any pains to discharge his duties. He has excellent quality to run along with every students.

So far I know, he has a good character and was not involved with any activities subversive to the discipline.

I believe that he will be a good worker if he has a opportunity to work elsewhere.

I wish him success in his life.

Sincerely,

Mr. Jay Lee
Director of Hope's Home

08 Sep. 2006

We believe that our home land will be a more beautiful country.
And we will be a Hope of Bangladesh through the Jesus Christ!

SL NO. NUD - 5007688

NUCC No. 200007676

National University



Roll No. 402008
Regn. No. 623942
Session 1999-2000

Provisional Certificate

Bachelor of Commerce

This is to certify that

Sumon Sarkar

of Shera-Bangla Degree College, Shikarpur, Barisal
obtained the Degree of
Bachelor of Commerce

from this University appearing at the Degree (Pass) Examination of 2001
he/she was placed in the Second division.

National University
Gazipur, Bangladesh
Date : 10/11/2001

Checked by

Controller of Examination

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, JESSORE
BANGLADESH

IBCH No. 993006941

Serial No. G 96941



Registration No. 618267 / 1997-98

Higher Secondary Certificate Examination ,1999

This is to certify that Suman Sarker

son / daughter of David Sarker

of Allhaq B. M. Khan Degree College

bearing Roll Ulurpur (141) No. 803047 duly passed the Higher Secondary Certificate Examination of 1999 in Commerce Group and was placed in the First Division.

JESSORE
Date of Publication
of results, Twenty Sixth August, 1999

Compared by M. A. Sarker

H-75,000/99

M. E. J. Sarker
Controller of Examinations

Note : This Certificate is issued without any alteration or erasure.

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, JESSORE
BANGLADESH

File No. 970009801

Serial No. F 004868



Registration No. 320017 / 1995-96

Secondary School Certificate Examination, 1997

This is to certify that Suman Parker
son/daughter of David Parker
of N.C.B. Union Institution
bearing Roll No. 109746 from centre Gopipur(142) duly passed the
Secondary School Certificate Examination of 1997 in Science Group
and was placed in the Second Division.
His/Her date of birth is First March Nineteen Hundred
and Eighty Two.

JESSORE
Date of Publication
of results, Eighth July, 1997

G-1,00,000/98

M. T. P
Compared by
Signature

M. T. P
Dy / Controller of Examinations
Signature

Note : This Certificate is issued without any alteration or erasure.



Sumon Sarker

has successfully completed

Data Entry দিয়ে Freelancing

an online course offered by 10 Minute School.

Joyeta Banerjee

Ayman Sadiq
CEO, 10 Minute School

Certificate ID: 6721fe2cbd597

Date Issued: 2024-10-30 15:36:44





গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
Government of the People's Republic of Bangladesh
জাতীয় পরিচয়পত্র / National ID Card

01 Mar 1982



নাম
সুমন সরকার

Name
SUMON SARKER

পিতা
ডেবিড সরকার

মাতা
রশন সরকার



Date of Birth 01 Mar 1982

NID No. **505 875 2709**



ঠিকানা: বাসা/হোল্ডিং: ৩১৪, গ্রাম/রাস্তা: মধ্য পৌরের
বাগ, ডাকঘর: মিরপুর - ১২১৬, মিরপুর, ঢাকা উত্তর
সিটি কর্পোরেশন, ঢাকা



Blood Group: B+

Place of Birth: BARISHAL

Issue Date: 14 Jun 2016

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SARKER<<SUMON<<<<<<<<<<<<