

CURRICULUM VITAE OF

MD. NURUL ISALAM

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CAREER OBJECTIVE

To give my best in my professional pursuit for overall benefit and growth of the organization that I serve by facing the challenges and to continuously strive for higher achievement with good relationship honesty, loyalty and best performance.

WORK EXPERIENCES

Company Name : Well International Of Bangladesh (CHE)

Period : 1st October 2010 to 31th August 2018

Designation : Project Manager

Company Name : Joggonathpur North Society

Period : 1st January 2015 to 31th August 2018

Designation : Office Administrator (Part time)

Company Name : Baptist Aid-BBF (TCDC)

Period : 5th July 2000 to 30 May 2010

Designation : Office Assistant

Company Name : Binapara, Pre-Primary School

Period : 6th January 1998 to 28th February 2002

Designation : Assistant Teacher

Company Name : Disabled Center

Period : 1st January 1995 to 1st June 1997

Designation : Volunteer

WORK DESCRIPTION

- Office Management Maintain.
- Monitoring and Maintaining field works.
- Annual report making budget project proposal making.
- Monthly District wavy DC and UNO office N.G.O coordination meeting attend.
- Communication with Stockholder.
- Trainings Seminar arrangement.
- Official Document maintains.
- Field Monitoring.
- Staff Evaluation.
- E-mail Configuration.
- Communication with Donor.
- Printing and Scanner.

TRAINING

Training Title	Institute	Country	Location	Year	Duration
Basic TOT course	International Rural Health and Development (LAMB)	Bangladesh	Dinajpur	2013	5 days
Basic Primary Health Care (PHC)	International Rural Health and Development (LAMB)	Bangladesh	Dinajpur	2013	12 days
Completing three required Workshop	International School Dhaka (I.S.D)	Bangladesh	Dhaka	2013	1 day
Completing three required Workshop	International School Dhaka (I.S.D)	Bangladesh	Dhaka	2013	1 day
Completing three required Workshop	International School Dhaka (I.S.D)	Bangladesh	Dhaka	2011	1 day
Completing three required Workshop	International School Dhaka (I.S.D)	Bangladesh	Dhaka	2011	1 day
Office Accounting	Bptist Aid, BBF (TCDC)	Bangladesh	Mymensingh	2009	15 days
Office Management	Bptist Aid, BBF (TCDC)	Bangladesh	Mymensingh	2008	15 days
Child Education	Friends In Village Development Bangladesh (FIVDB)	Bangladesh	Dhaka	2007	6 days
Teachers Training	Bptist Aid, BBF (TCDC)	Bangladesh	Mymensingh	2001	3 days
Participatory Rural Appraisal	Bptist Aid, BBF (TCDC)	Bangladesh	Mymensingh	2000	6 days
Savings and Credit Management	Adventist Development & Relief Agency (ADRA)	Bangladesh	Mymensingh	1996	12 days
Primary Health Care	VHSS	Bangladesh	Mymensingh	1995	9 days

ACADEMIC QUALIFICATION

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Board
Bachelor of Arts (BA)	Arts	Nasrabad College, Mymensingh	Second Class	2005	National University
HSC	Humanities	Mymensingh College, Mymensingh	Third Division	1998	Dhaka
SSC	Humanities	Hazi Osman Ali High School, Mymensingh.	First Division	1995	Dhaka

SUMMARY OF SKILLS

- Able to think strategically, express ideas clearly, can work both in Independently and teams.
- Strong motivation and commitment for work.
- Discipline, sincerity and keen on meeting deadlines.
- Having ability in adapting varied physical and professional environment.
- Having good interpersonal skills.
- Having good communication proficiency in both Bengali and English.

COMPUTER SKILLS

- Proficient in Microsoft Office Package.
- Microsoft excel work.
- Power point.
- Internet & Browsing.
- E-mail Configurations.

PERSONAL INFORMATION

Name : Md. Nurul Islam
Father's Name : Late Abdul Kadir
Mother's Name : Rohima Begum
Date of Birth : 01/06/1979
Place of Birth : Mymensingh
Sex : Male
Religion : Islam (Sunni)
Marital Status : Married
National ID : 6125201106040
Nationality : Bangladeshi (By birth)
Blood Group : AB⁺ (Positive)
Permanent Address : 113/A, Dholadia, Mymensingh sodar, Mymensingh-2200.
Present Address : 113/A, Dholadia, Mymensingh sodar, Mymensingh-2200.

HOBBIES & INTEREST

- Listening Radio, Music, News.
- Reading books, Newspaper, Magazine.
- Traveling.

REFERENCES

Dr. Nicholas Bipul Halder
Sonologist
MBBS: Chittagong Medical College
Diploma in Medical Ultrasound : DU
Lecturer Sonology: BMRC
Specialized Trained in
Medical Ultrasound : Japan
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DECELERATION

I do hereby declare that the information given above is correct to best of my knowledge and can be verified if or when needed.

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(Md. Nurul Islam)