

# Resume Of

Abdul Mannan

## **Mailing Address:**

Frij Al Murar, Deira, Dubai

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## **Career Objective:**

To work as a dedicated employee in an organization where I can use my skills and enthusiasm and help myself to grow as a competent professional. I Look forward and to work in a challenging, dynamic and discipline job environment to enrich my professional skills and competency.

## **Key Skills :**

Facilitation, Leadership quality, self-esteem, event management capability, interactive communication power, ability to work hard, efficient at work, Team working aptitude, result oriented, able to follow work, plan schedule, working with multi disciplinary areas, willingness to stay full time in different Upazilla and travel as required, monitoring and supervision, Data entry and analysis, Counseling, Community, Sensitization, FGD, Preparing of report, typing, Self Management, Tourism management, Result oriented, Able to work in pressure, Able to think clearly and analytically.

## **Work Experience :**

- |              |  |
|--------------|--|
| 1. Employer  | <b>Neimat Al Madina SuperMarket LLC</b>                                      |
| Position     | : Junior Accountant  |
| Duration     | : 15 August 2023 to Running  |
| Working area | : Near Khaled Mosjid, Frij al Murar, Deira Dubai.                            |
|              |  |
| 1. Employer  | <b>Social Assistant Rehabilitation for the physically vulnerable (SARPV)</b> |
| Position     | : Human Resource Assistant   |
| Duration     | : 1 <sup>st</sup> January 2023 to 29 June 2023                               |
| Working area | : Ukhiya Office, Cox's Bazar, Bangladesh                                     |
|              |  |
| 2. Employer  | <b>: Save The Children International</b>                                     |
| Position     | : Program Assistant  |
| Duration     | : 2 <sup>nd</sup> January 2020 to 31 December 2022                           |

- Working area : Area Office, Cox's Bazar, Bangladesh
3. Employer : **Save The Children International**  
 Position : **OTP Assistant (Nutrition Project)**  
 Duration : 27<sup>st</sup> January 2018 to 31 December 2020  
 Working area : Camp-17 Ukhiya, Cox's Bazar. Bangladesh.
4. Employer : **The Republic of Bangladesh, Land Khatian Entry Project**  
 Position : **Data Entry Operator, (Govt Office)**  
 Duration : 1<sup>st</sup> December 2015 to 25<sup>st</sup> January 2018  
 Working area : Cox's Bazar, Bangladesh

### **Educational Qualification :**

#### **Business Administration (BA)**

College : Cox's Bazar International University  
 Result : 3.15  
 Year : 2020

#### **Higher Secondary Certificate (HSC)**

College : Ramu Govt. College  
 Board : Chittagong  
 Result : 2.00  
 Group : Business Studies  
 Year : 2016

#### **Secondary School Certificate (SSC)**

School : Ramu Khizaree Govt. High School.  
 Board : Chittagong  
 Result : 3.75  
 Group : Business Studies  
 Year : 2013

### **Summary of Major Training Service & Workshop:**

SL	Subject	Organized By	Duration	Year
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01.	<b>CMAM</b>	Care Bangladesh	3 days	2018
02.	<b>Harassment</b>	Save The Children	Day Long	2018
03.	<b>Performance Development</b>	Save The Children	Day Long	2018
04.	<b>Transport Movement</b>	Save The Children	Day Long	2018
05.	<b>MHPSS</b>	Save The Children	2 Days	2019
06.	<b>CMAM</b>	Save The Children	3 Days	2020
07.	<b>Child Safeguarding</b>	Save The Children	Day Long	2021

#### **Computer Skills :**

- Windows Operating System.
- Web Design & Development
- Office Management.
- Graphics Design .

#### **Language Proficiency :**

- **Bengali** : Mother Tongue.
- **English** : Excellent in Read, Write & Understand.
- **Hindi** : Understand

#### **Biography :**

- ☐ Name : **Abdul Mannan**  
☐ Father's Name : Samsul Alam  
☐ Mother's Name : Dilder Begum  
☐ Permanent Address : East Rajarkul, Barua Para Ramu Cox's Bazar .  
☐ Nationality : Bangladeshi  
☐ Religion : Islam  
☐ Date of Birth : 25 August 1996  
☐ Blood Group : B+ (Positive)  
☐ Passport Number : EA0960457  
☐ Marital Status : Single

#### **Declaration & Authenticity :**

I do here by declare that the information given is true of my knowledge.

*Mannan*

(Abdul Mannan)