



## CV

### A. Curriculum Vitae:

**01. Personal Data:** Name : Last name: *Mustafa*. Fast name : *S.M.* Middle/ Initial: *Muktarul*.

**Address:**

Name : S.M. Muktarul Mustafa (Tipu)  
 Father's Name : S.M. Rashid Ahammed  
 Mother's Name : Halima Begum  
 Permanent Address :  
     Vill : West Pomra  
     P.O. : Pomra  
     P.S. : Rangunia  
     Dist : Chittagong.

Date of Birth : st Febrouary 1977  
 Gender : Male  
 Religion : Islam (Hanafi)  
 Marital status ; marred.  
 Nationality ; Bangladeshi  
 Cell : 01819-033669 / 01814-108654  
 Blood group : B <sup>+ve</sup>

### 02. EDUCATIONAL INFORMATION:

Name of Exam.	Major Area of Study	Year of Passed	Department	Division/ Class	Board/ University
S.s.c / Dhakil	Ben.Eng.Math.history geo.logic.quran.Tradition. Islamic law. etc	1991	Humanities	2nd	B.M.B.(Dhaka)
H.s.c/Alim	Also & Other's	1994	Do	2nd	Do
B.T.I.S / B.A (Hon's) (Bachelor of theology & Is. Studies)	B. Studies. Is. Studies. Culture.Tradition.Theological ies. Is. law. Peace & War Econo . Pub Admin. Poli. Science history .Eng. etc.	1999	Theology & Is. Studies	1'st	Islamic University Kushtia, Bangladesh
M.T.I.S/ M.A	Also & Others	2001	Do	2'nd	Do
M.Sc. (Military Science) (Credentials & Professional Training)	<b>Naval (Wing) &amp; Statically Subject's/ Tropic's :</b> Arm's Force's training. Drill & Power of Command. Field Craft Leadership &Management	Cadet (Wing) No. 0993470	Military Science	Professiona l Certificate Course	Khulna Flotilla ,Islamic University Platoon, Kushtia

	Basic Seamanship Special Naval Cadet (Wing) Basic Navigation etc.	Session 1999- 2000			
LL.B. (2 years)		2015	CGPA-2.89 out of 4.00	-----	BGC Trust University. Ctg.

### 03. SUMMARY OF PROFESSIONAL SKILL:

1) About 10 years flourishing practical experience in the field Management, Coordination, Supervising, Monitoring & evaluation, training and administrative disciplines as well as office management and playing role through Budgeting, Planning, Reporting, Organizing, Leading, Executing, Monitoring, Supervising and controlling all sorts of activities in the above light.

### IV. COMPUTER SKILL:

- Knowledge of Computer program.
- Primary Computer Literature MS Word, MS Excel, Power point, Inter Net & others.

## V. SUMMARY OF RELAVANT WORK EXPERIENCE:

01. **“District Coordinator”** VGD Programme Funded by European Union & Would Food Organization (WFO) Implemented P.M.U.K with **Ministry of women & Children Affairs the People’s Republic of Bangladesh** Rangamati Hill Tract (CHT) Chittagong.

02. **"Project Officer"** Barguna District **Cyclone Sidr** donated by (F.A.O) Food & Agriculture Organization of the United Nations Representation in Bangladesh (**Claimant Change , Disaster Management, Emergency livelihood protection & rehabilitation Programme.** Implemented by P.M.U.K.

#### ➤ **Activities:**

Selected member of beneficiaries who have most effected by **cyclone sidr** & Loosed there livestock, land, Auricular, Family etc & distribution support of Imports among their maintains with higher administration an proper channel of the ministry of Bangladesh Government & contributed their making new life poor of the poorest.

#### **And also Others under flow**

- \* Area Selection.
- \* Survey at field and household visit.
- \* Beneficiary selection.
- \* Relief and Rehabilitation.
- \* Sustainability ensure handing over the development stick to community.
- \* Start other activities of focus on livelihood, Live stock, risk reduction, community Infrastructure
- \* Distribution of Imports among selected beneficiary by maintains proper administration with

- \* governments representative & Others

**03. "Socio-Economic Monitoring Officer"** B-Baria. (Staff ID no. 042870208) Implemented by Padakhep Manabik Unnayan Kendra. Rural Electrification Development Program (**REDP**) Project. through Department For International Development (**DFID**) UK.

**Activities:**

- \* Social mobilization.
- \* Data management & analysis.
- \* Connect Electricity with (**PBS**) of the beneficiaries house, how are poor of the poorest.
- \* Documentation and monthly reporting.
- \* Ensure quality of house warring & Implementations Survey at field level.
- \* Savings collection of (**IGA**).
- \* Staff management & Presentation.
- \* etc.

**04. "Senior Assistant Teacher"** Quaish Burirchar Sammilani High School. Chittagong, 2 Year's Since 2004. Salary history According to Scale.

**Activities:**

- \*\* Training.  
Buildup confidence of student's & others Responsibilities as a Ideal teacher.

**05. Section Officer (Legal & Estate)** Chittagong University of Engineering & Technology (CUET) Chatragram- 4349.

**06. Assistant Registrar (Personnel)** Chittagong University of Engineering & Technology (CUET) Chatragram- 4349.

**VI. MANAGEMENT EXPERIENCE:**

Able to plan activities with the boundary of master plan.

Sound capability for Secretarial practice from various official letters.  
Supervise the overall implementation of the project.

Setting up implementation strategy.

Assist the partner to implement the project activities as per action plan & guideline.  
Follow up and ensure the community based Rehabilitation activities with collaboration of technical staff.

Documented good practices of the project and collect **CASE STUDY**.

Ensure coordination and liaison and District, Upazilla, and Union administration with focal and local level disaster management committee.

Responsible for develop networking with different actors who are working response and Rehabilitation work with the same area for overleaping the activities.

**02.** Few experience On Management Organizing an International Seminar. **Organized by OIC at Islamic University Auditorium** Chief Guest Representative of OIC President.

**03.** UN Related Experience: Yes, DFID UK. **REDP Project** Bangladesh.

04. project management at field level as a Project Officer Of Cyclone Sidr by F.A.O by United nation in Bangladesh.

**01. Name of Thesis Paper :**

- 01 " Upojateo Sonscreti O Jivon dhara" ( The cultural activities and existence of tribal community) (Into Bengali)
02. "Classification of Business In Islam & it's Concept (Into Bengali)
03. " ISlameization of Knowledge" (A Seminar Copy Written With University Teacher ) Organized by OIC at Islamic University Campus, Kushtia Bangladesh 2001. (Into English)
04. Also a lot of Number **Thesis & Assignment's**.

**VII. LANGUAGES:**

01. Mother Language: Write & Tongue Excellent
02. Local Language: Ctg.
03. Other's Language: Proficiency More than Three (3) languages

01. English : Fluent
02. Arabic : Full Working knowledge & Fluent
03. Urdu / Hindis Full Working knowledge

**X. CERTIFICATION:**

"I certify that all information stated in this resume is true & complete to the best of my knowledge .I authorize the verify of information provided in this resume"



**Signature  
with thank's**

S.M. Muktarul Mustafa (Tipu)  
B.A. (Hon's) 1'st class M.A  
Rangunia ,Chittagong.  
Bangladesh