



CURRICULUM VITAE
Of
Abdul Momen Bhuiyan

CAREER OBJECTIVES: I would like to engage myself in any renowned and reputed organization to work as key administrative support staff spreading over my long experience gained from very recent job as Executive Secretary to Country Director of the Regional Hub of Dhaka, Islamic Development Bank (IsDB) since its inception 2006 to 2020; as well as other famous organizations to develop relationship mainly with my future potential employer, which may be very useful and beneficial for the employer. At the same time, I believe if I get chance to work with any reputable organization, I must sincerely try to bring *prosperity* and *reputation* of the organization more responsive way than my previous engagement mentioned above i.e (IsDB)

Pedagogy

PERSONAL PROFILE:

Name	ABDUL MOMEN BHUIYAN
Father's Name Mother's Name	Late Al-Haj Md. Ali Akbar Bhuiyan Late Fazila Khatun
Date of Birth	1 st January 1957
Present Contact Address	Abdul Momen Bhuiyan, D/23 (2 nd Floor), 3 rd Colony, Lalkutir, Mazar Road, Mirpur, Dhaka-1216, Bangladesh. Phone: +88-02-48039958; Mobile: 0171611-3945 E-mail: momenidbdhaka@gmail.com or momenbhuiyan@yahoo.com
National ID Card No.	145 570 5457
Passport No.	BM 0121971, Dhaka Bangladesh (to be renewed)

EDUCATIONAL QUALIFICATION:

Name of Exam.	Name of Institute	Subject/Group	Year & Grade
M.S.S.	University of Dhaka	Masters in Political Science	1989-1991 (2 nd)

EXTRA QUALIFICATION

Completed one-year correspondence course (non-residential) on Export-Import from West Link, Edinburgh, Scotland;
Warden Officer in IsDB Regional Hub of Dhaka for firefighting;
Interpreter;
Self-Driving (personal car).

MOST RECENT EMPLOYMENT

Worked as Executive Secretary to the Head of Regional Hub, IsDB from 2016 to 2020, IDB Bhaban (Level-10), Rokeya Sharoni, Agargaon, Dhaka-1207, Bangladesh. **Phone:** 0088-02-9183460-2; **Fax:** 02-9183463. **Email:** msulaiman@isdb.org

Achievement: During my job tenure since 2016 – 2020, I have revealed excellent performance which may be useful and beneficial for potential employer be engaged..

Duties and Responsibilities of the most recent job

- Assist in implementation of the office rehabilitation project including following up with the selected contractor on all logistical and financial issues;
- Assist in implementation of the IT infrastructure project including following up with the selected contractor on all logistical and financial issues;
- Assist in coordinating all logistics associated with inauguration of CGO;
- Facilitate the CGO establishment and other visiting teams during their missions related to office establishment in the country preparing program, event management, including interpretation as and when necessary;
- Liaise, manage and undertake follow-up with Federal line Ministries and Departments to help resolve pending administrative, logistical and related matters of the CGO such as visas, residence permits, exemptions, diplomatic facilities, etc.;
- Assist CGO in achieving its pre-inaugural objectives, KPIs and deliverables as per the timeline and Action Plan devised and approved by the Headquarters;
- Follow-up on incoming correspondences with relevant Government Ministries, institutions, specialized agencies and IDB counterparts;
- Undertake any other assignment associated with logistics of establishing IDB Group's CGO;
- Liaise with all PD Offices and collected updated information and gathering it to prepare of Monthly Activities Report as well as Fortnightly Report and send them to HQ on a regular basis;
- Received letters from different organizations and respond them as routine nature;
- Perform any other duties as and when assigned by the Country Chief.

Before engagement with IsDB, I have worked in many renowned organizations including UN System jobs since 1985 to 2006. Among them, British Council, ILO, IFRI and Ministry of Industries are remarkable.

COMPUTER KNOWLEDGE

XP Level sufficient knowledge on Word Processing
Microsoft Office: MS Word, MS Excel, Power Point, Internet Browsing etc.

EXTRA SKILLNESS

- English Shorthand.

TRAINING RECEIVED

- Completed 3 months Front Office Secretarial Course jointly organized by UNDP, ILO and Bangladesh National Tourism Organization.
- Completed 7 days First Aid Course organized by the Bangladesh Red Crescent Society.
- Completed firefighting training and worked as Warden in Regional Hub of Dhaka, IsDB.

MEMBERSHIP

- Executive Committee Member (1994-1998), the British Council Local Staff Association, 5 Fuller Road, Dhaka, Bangladesh during job period.
- Invigilator, London University for General Certificate Education (GCE) London Examinations jointly organized by the British Council, Dhaka, Bangladesh and London University, UK. (1994-2001)

LANGUAGE KNOWN

Language	Read	Write	Speak	Understand
English	Easily	Easily	Easily	Easily
Bengali as Mother Tongue	Easily	Easily	Easily	Easily

HOBBY

- To watch live programs especially telecast on national issues.
- Assess Geopolitical issues; and
- To play chess and to see international football during holidays (if spare time).

SALARY

Very recent organization IsDB: \$2509.94 (monthly basis excluding other benefit).
Expected Salary: As per rules/policy of the employer/organization, or negotiable.

REFERENCES

- Md. Sayef Uddin, former Executive Director of Islamic Development Bank (IsDB Representative of Bangladesh), currently holding the position of Secretary General of Diabetic Association of Bangladesh (DAB), Dhaka. Mobile: 0171300-1223; Email: msayefuddin@gmail.com
- Md. Farook Uz Zaman, former Adviser to the President of IsDB, IsDB Representative of Bangladesh. (Mobile: 0174582-1365; Email farook.zaman@yahoo.com)
- Br. Mohammed Nassis-bin-Sulaiman, Regional Manager, Regional Hub of Dhaka, Bangladesh. Email: msulaiman@isdb.org

DECLARATION

I certify that all information stated above is true and complete to the best of my knowledge. I have no hesitation to authorize you or anyone of your representatives to verify (if necessary) the information provided here in my CV.

Abdul Momen Bhuiyan

Dhaka, 1st August 2022