



CONTACT

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Vhaga, Rampal, Bagerhat

PERSONAL DETAILS

Date of birth: 30-12-1996
Blood Group: AB+
Nationality: Bangladeshi
Marital Status: Married
NID No: 2381758263

SKILLS & ABILITIES

Computer Skills:

- ◆ Proficient in MS Word, MS Excel and Internet browsing.
- ◆ Skilled in Artificial Intelligence

Soft Skills:

- ◆ Critical thinking, decision-making, and problem-solving
- ◆ Planning and organizational abilities
- ◆ Creativity, innovation, and insightfulness
- ◆ Emotional intelligence and adaptability
- ◆ Honesty, sincerity, and punctuality
- ◆ Effective time management

Language Proficiency

Bengali: Excellent reading, writing, and speaking skills

English: Excellent reading, writing, and speaking skills

Arabic: Basic reading ability

Hobbies and Interests

- ◆ Leadership and administration.
- ◆ Social work and community service
- ◆ Ethical business practices
- ◆ Traveling and cultural exploration
- ◆ Reading books on personal development and leadership
- ◆ Striving for personal integrity and good character.

Masum Billah

Career Objective:

To obtain a challenging administrative position in a dynamic and growth-oriented organization where I can leverage my expertise in office management, human resources, and organizational coordination. I aim to contribute to institutional success through my leadership skills, problem-solving ability, and dedication to efficient administration while continuing to grow professionally.

Professional Training

Certificate Course on HR, Admin & Social Compliance

Institute: BGM Training Institute (BGMI)

Duration: 4 Months

Key Topics Covered:

- ◆ HR procedures, administrative management, and compliance practices
- ◆ Bangladesh Labor Laws & Rules (2013, 2015, 2018)
- ◆ Compliance audits, documentation, and disciplinary actions
- ◆ International certification standards and buyer codes of conduct
- ◆ International factory operation methods

Work Experience

Head of Administration

As-Sunnah Skill Development Institute (A Concern of As-Sunnah Foundation)

Duration: May 2, 2024 – Present

Key Responsibilities:

- ◆ Led internal and external programs of As-Sunnah Foundation
- ◆ Managed overall office administration and HR operations
- ◆ Coordinated with department heads and reviewed project progress
- ◆ Supported planning and execution of new projects
- ◆ Assisted in organizing training and skill development courses

General Manager

Ozzy Corporation

Duration: November 16, 2020 – April 30, 2024 (3 years, 5 months, 14 days)

Key Responsibilities:

- ◆ Managed overall administrative and HR operations
- ◆ Handled recruitment, training, payroll, and employee relations
- ◆ Oversaw financial tasks, including VAT and expenses
- ◆ Coordinated import operations and communication with Chinese suppliers
- ◆ Supervised customs procedures and documentation

Extracurricular Activities

- ◆ Successfully completed the National Skills Standard Basic Computer Course (2011) from Micro-Computer Proshikkhon Academy, Bagerhat
- ◆ Served as Cadet Sergeant in BNCC Naval Wing, Dhaka University Contingent (2015–2019)
- ◆ Participated in Flotilla Training Exercise (FTE) – 2016 under BNCC Naval Wing
- ◆ Served as General Secretary, Bagerhat Zila Student Welfare Association, University of Dhaka (2019-2022)

EDUCATION

Master of Arts (M.A) in Islamic Studies

University of Dhaka

- Passing Year: 2019
- Result: CGPA 3.44 out of 4.00

Bachelor of Arts (B.A) in Islamic Studies

University of Dhaka

- Passing Year: 2018
- Session: 2014–2015
- Result: CGPA 3.47 out of 4.00

Higher Secondary Certificate (Alim), Humanities

Foylahat Asia Karamotia Alim Madrasha

- Board: Bangladesh Madrasha Education Board
- Year: 2013
- Result: GPA 5.00 out of 5.00

Secondary School Certificate (Dakhil), Humanities

Foylahat Asia Karamotia Alim Madrasha

- Board: Bangladesh Madrasha Education Board
- Year: 2011
- Result: GPA 5.00 out of 5.00

REFERENCE

Abu Zihad

Assistant Professor

Department Of Social Work

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Masum Billah

Date: