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# MAMUN MUZTABA

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## 1. Key Competencies ▾

Over 06 years of experience in Training Institute, University, Multinational Company as well. Areas of interest encompass Human Resource Management, Business Management, Social Compliance, and Socio-economic Research and Administration.

A management consultant, researcher and a trainer by profession working for the Bangladesh Institute of Management (BIM), the premier management training institute of the country for almost 04 years.

## 2. Professional Experience ▾

### 2.1: BANGLADESH INSTITUTE OF MANAGEMENT (BIM), DHAKA, BANGLADESH

Period	Position
January 2014 to till the date	Associate Management Counsellor and Faculty Member

#### **Responsibilities:**

- Analyze Training Needs, Preparing Training Materials, Conduct Sessions, Organizing Training Programs, Coordinating Training Programs, and Organizing Tailor Made Program.
- Providing consultancy services on different business and socio-economic issues in general and Human Resource Management in Particular to government, non-government, private, multinational, and international agencies, departments, and organizations.
- Preparing Research Proposals or protocols on different socio-economic and business issues in general and human resource management in particular and undertake research work.
- Delivering Lecture in One Year Long Post-Graduate Diploma Programs
- Delivering Lecture in Various Short Training Programs.
- Taking courses as Paper Leader (Taking classes, preparing session plan, preparing question paper, conducting exams, examining answer script.
- Supervising students to prepare thesis paper on different research issues as partial fulfillment of the requirement of post-graduate diploma degree.
- Organizing reports on BIM performance for Ministry and other organizations.
- Performing Batch Coordinator ship in different diploma classes.

#### **Undertaken Responsibility as Paper Leader in One Year Long Diploma Programs**

- Fundamentals of Human Resource Management - (Diploma in Human Resource Management).
- Fundamentals of Management - (Diploma in Human Resource Management).
- Organization Behavior - (Diploma in Human Resource Management).
- Statistics (Post Graduate Diploma in Personnel Management)
- Industrial Relations - (Post Graduate Diploma in Human Resource Management)
- Human Resource Development - (Diploma in Human Resource Management).
- Strategic Human Resource Planning - (Diploma in Human Resource Management).

### **SHORT TRAINING PROGRAMS DESIGNED & OFFERED FROM BIM:**

- **“Managing Human Resources in Organization”** - Duration 01 week (24 Contact Hours).
- **Human Resources Auditing and Accounting”** - Duration 01 week (24 Contact Hours).
- **“Manpower Planning and Development”** - Duration 01 Day (Daylong) 08 Contact Hours).
- **“National Integrity Strategy”** - Duration 01 Day (Daylong) 08 Contact Hours).
- **“Implementing ISO 9001 Quality Management System”**- Duration 01 week (24 Contact Hours).
- **“Office Management”**- Duration 01 week (24 Contact Hours).
- **“Inventory and Stock Control”** - Duration 01 week (24 Contact Hours).

### **LECTURE DELIVERED IN DIFFERENT SHORT TRAINING PROGRAMMES**

1. “Managing Human Resources in Organization”
2. “Human Resources Auditing and Accounting”
3. “Manpower Planning and Development”
4. “National Integrity Strategy”
5. “Foundation of Managerial Skills”
6. “Human Resource Management for Executives”
7. “Basic Management and Human Resource Development”
8. “Human Resource Management: Principles & Practice”
9. “Basic “Human Resource Management”
10. “Office Management with Computer Application”
11. “Human Resource Management for New HR Professionals”
12. “Certificate Course on Human Resource Management”
13. “Organization Development and Training Management”
14. “Motivating People at Work”
15. “Effective Workplace Co-operation”
16. “Leadership Development”
17. “Effective Team Building”
18. “Management for New Managers”
19. “Training Needs Assessment (TNA)”
20. “Legal Approach to Managing Human Resources”

### **2.2: BANGLADESH INSTITUTE OF HUMAN RESOURCE MANAGEMENT (BIHRM), DHAKA, BANGLADESH**

<b>Period</b>	<b>Position</b>
January 2015 to till the date	Adjunct Faculty Member

### **2.3: UNIVERSITY OF LIBERAL ARTS BANGLADESH (ULAB)**

<b>Period</b>	<b>Position</b>
December 2011 to October 2013	Executive, Human Resource Management Division

### **2.4: C. P. BANGLADESH CO., LTD.**

<b>Period</b>	<b>Position</b>
February 2011 to November 2011	Officer, Human Resource Management Division

**3. Academic Attainments ▼**

<i><b>Degree</b></i>	<i><b>Board/University/Institute</b></i>	<i><b>Major Area/Group</b></i>	<i><b>Passing Year</b></i>
MPA (Master)	University of Dhaka	Human Resource Management	2014
MSS (Master)	University of Dhaka	Public Administration	2008 (Exam held in 2010)
BSS (Bachelor)	University of Dhaka	Public Administration	2007 (Exam held in 2009)
Higher Secondary	Madrasah Education Board	Humanities	2002
Secondary	Madrasah Education Board	Science	2000

**4. Professional Degree Completed ▼**

<i><b>Degree</b></i>	<i><b>Institution</b></i>	<i><b>Major Area/Group</b></i>	<i><b>Passing Year</b></i>
Post Graduation Diploma in Marketing Management (PGDMM)	Bangladesh Institute of Management (BIM), Dhaka	Marketing Management	2017
Post Graduation Diploma in Personnel Management (PGDPM)	Bangladesh Institute of Management (BIM), Dhaka	Human Resource Management	2010 (Exam held in 2011)

**5. Professional Training Received ▼**

<i><b>Type of Training</b></i>	<i><b>Institution Name</b></i>	<i><b>Major Areas</b></i>	<i><b>Duration</b></i>
Public Service Innovation	Bangladesh Institute of Management (BIM)	Innovation in Service	20 <sup>th</sup> to 21 <sup>st</sup> June' 2017
Online Office Management	Bangladesh Institute of Management (BIM)	Digital Office Management	16 <sup>th</sup> to 27 <sup>th</sup> April' 2017
Implementing ISO 9001 Quality Management System	Bangladesh Institute of Management (BIM)	ISO 9001	9 <sup>th</sup> to 13 <sup>th</sup> April' 2017
ToT on Sustainability of Supply Chain- Application of Climate Expert Approach	ISO 9001	Climate Change-Supply Chain	27 <sup>th</sup> March' 2017

Effective Leadership in Change Management	Bangladesh Institute of Management (BIM)	Leadership	17 <sup>th</sup> October' 2016
National Integrity Strategy	Bangladesh Institute of Management (BIM)	Integrity	27 <sup>th</sup> June' 2016
Research Methodology with the Application of SPSS	Bangladesh Institute of Management (BIM)	Research Methodology	10 <sup>th</sup> to 21 <sup>st</sup> January' 2016
ToT on Effective Workplace Cooperation	ITC-ILO	Workplace Cooperation	11 <sup>th</sup> to 15 <sup>th</sup> October' 2015
Interest Based Negotiations and Conflict / Complaint Resolution	ILO & Federal Mediation and Conciliation Service, USA	Negotiation Skills	13 <sup>th</sup> to 15 <sup>th</sup> December' 2014
Creative Leadership	Bangladesh Institute of Management (BIM)	Leadership	26 <sup>th</sup> to 28 <sup>th</sup> September' 2014
National Integrity Strategy, Service Delivery and Good Governance	National Academy for Planning and Development, Dhaka	Integrity and Good Governance	26 <sup>th</sup> June' 2014
Office Management With Computer Application	Bangladesh Institute of Management (BIM)	Functions of Office Management	6 <sup>th</sup> to 17 <sup>th</sup> April' 2014
ToT and Induction Program	Bangladesh Institute of Management (BIM)	ToT, Office Rules and Policies	30 <sup>th</sup> January to 17 <sup>th</sup> March' 2014
Professional Development	University of Liberal Arts Bangladesh	Management Functions	10 <sup>th</sup> to 13 <sup>th</sup> September' 2012
Training on Collapsed Structure Search, Rescue, Fire-Fighting and First Aid Course.	Bangladesh Fire Service & Civil Defense Directorate, Bangladesh	Community Level Volunteer Program	26 <sup>th</sup> to 28 <sup>th</sup> January' 2012
Strategic Talent Management	Bangladesh Society for Human Resources Management (BSHRM), Bangladesh	Talent Management	19 <sup>th</sup> August' 2011
Office Management	Small & Cottage Industries Training Institute (SCITI), Dhaka, Bangladesh	Functions of Office Management	5 <sup>th</sup> to 10 <sup>th</sup> December' 2010
SPSS & Applied Statistics	Institute of Statistical Research & Training (ISRT), DU	SPSS Software Application in Social Research	1 <sup>st</sup> to 28 <sup>th</sup> June' 2008

## 6. Knowledge in IT ▼

**Operating System** : Windows 98, Windows XP, Windows 7.  
**Application Packages** : Microsoft Office & other commonly used Application Packages.  
**Hardware** : Troubleshooting, Installation & Maintenance.  
**Internet** : Proficiency in Internet, E-mail.

## 7. Professional Attachment ▼

- Master Trainer on Work Place Cooperation, International Labor Organization (ILO);
- Regular Trainer, Ibn Sina Trust, Dhaka, Bangladesh
- Founder General Secretary and Life Fellow, Bangladesh Institute of Management Alumni Association (BIMAA);
- Associate Member, Bangladesh Society for Human Resource Management (BSHRM);
- Founder President, Unity of Natives for Improving Talent and Society (UNITS), Jessore, Bangladesh

## 8. Knowledge in Language ▼

- Bangla – Mother tongue
- English – Fluent both in speaking and writing
- Arabic – Average command on reading and writing

## 9. Extra Curricular Activities & Award Received ▼

- 2nd prize awarded in National Poem Recitation Competition, 1998
- Two times 1st prize awarded in district level in witty speech
- Different prizes awarded in both Bangla & English Debate & Poem Recitation competition in University & National level
- Organize different social events in locality

## 10. Interests & Hobbies ▼

- Reciting poem
- Debating
- Watching cricket matches
- Internet browsing
- Travelling
- Reading
- Listening to music

## 11. Personal Details ▼

**Father's Name** : Md Moktar Ali  
**Mother's Name** : Rumisa Khanam  
**Date of Birth** : 01 March 1986  
**Sex** : Male  
**Marital Status** : Married to Nabila Sadia  
**Blood Group** : B- (B Negative)  
**Height** : 5'.75"  
**Weight** : 62 kg  
**Religion** : Islam  
**Nationality** : Bangladeshi  
**National ID No** : **4123803405655**  
**Permanent Address** : M Manzil, Sabdia (Alia Madrasah Road),  
Vill: Shabdia, P.S & P.O: Keshabpur 7450  
Jessore, Bangladesh.

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Mirpur Road, Dhaka - 1207

**12. References** ▼

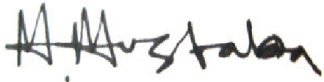
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I hereby declare that the aforementioned statements are true to the best of my Knowledge.



**MAMUN MUZTABA**