

AMENoor
Senior Management Counsellor & Head of
Accounting and Financial management Division
Bangladesh Institute of Management (BIM)
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PERSONAL DETAILS

Father's Name : Ismayal Hossin
Mother's Name : Ambia Begum
Permanent Address : Village: Duair, P.O: Manairhat, P.S: Bhanga,
Dist;Faridpur, Bangladesh.
Marital Status : Married
Date of birth : 05 August 1981
Religion : Islam
Nationality : Bangladeshi

KEY COMPETENCIES

- A self-starter, proficient and results-oriented individual with expertise in capacity development supported by a progressive career spanning over 14 years in academic and training institute.
 - Conducted more than 350 training programs on technical and vocational education and training (TVET), government rules & regulations, and different areas of financial management.
 - Rendered consultancy services to Directorate of Technical Education, Institutional Quality Assurance Cell (IQAC), Ministry of Education, Planning Commission, PtroBangla's Companies, Bangladesh Inland Water Transport Authority and Power Grid Company of Bangladesh etc.
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AREAS OF INTEREST

- Technical and vocational education and training (TVET);
 - Government rules & regulations; and
 - Financial Management.
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EDUCATIONAL BACKGROUND

1. Postgraduate Diploma (PGD) in Financial Management, Bangladesh Institute of Management (BIM), Year of Passing: 2014. Result: 3.75 (out of 4.00) 1st Position.
2. Bachelor of Law (LL.B), National University, Gazipur, Bangladesh, Year of Passing: 2017. Result: Third Class.
3. Master of Business Administration (48 Credit Hour), Department of Accounting and Information System (AIS), University of Rajshahi, Bangladesh. Year of Passing: 2003. Result: 3.46 (out of 4.00).
4. Bachelor of Business Administration with Honors, Department of Accounting, University of Rajshahi, Bangladesh. Year of Passing: 2002. Result: 3.53 (out of 4.00).
5. Higher Secondary Certification (Commerce Group), Dhaka Board, Bangladesh. Year of Passing: 1998. Result: First Division (67.10% Marks).

6. Secondary School Certification (Science Group), Dhaka Board, Bangladesh. Year of Passing: 1996. Result: First Division (66.50% Marks).

PROFESSIONAL EXPERIENCE

- a. Bangladesh Institute of Management (BIM), Dhaka, Bangladesh January 2014- till date
The premier management training and research institute of the country under the Ministry of Industries, Government of the People's Republic of Bangladesh.

Management Counselor (equivalent to Assistant Professor): January 2014- February 2019;
Senior Management Counselor (equivalent to Associate Professor) & head of Accounting and Financial Division: February 2019- till date.

Job Description

- Design, co-ordinate & supervise training programs/workshops/seminars in the various areas of management;
- Develop training materials, conduct classes, prepare questions and administer tests, grade scripts in the Post Graduate Diploma courses offered by the Institute;
- Guide students to prepare term papers as partial fulfillment of the requirement of post-graduate diploma course;
- Under-take research and consultancy works as and when required; and
- Manage junior staff (supervising, encouraging and mentoring).

Achievements

- Trained about two thousand managers and executives employed in different private and public organizations (subjects: Economics, Fundamental of Financial Management, Advance Financial Management, Cost Accounting, Banking and Statistics in various postgraduate diploma programs); and
- Supervised more than 200 research works of the participants at post graduate level;

- b. Rajshahi Polytechnic Institute, Rajshahi February 2006 to January 2014
A public academic institute under Directorate of Technical Education (DTE), Ministry of Education, Government of the People's Republic of Bangladesh.

Instructor (Non-Tech): February 2006-January 2013; Chief Instructor (Non-Tech): January 2013-January 2014.

Job Description

- Design courses and conducted classes in the various areas of management and financial management;
- Prepared questions and administer tests, grade scripts in the courses offered by the Bangladesh Technical Education Board (BTEB);
- Implementation various work selected by the institute head; and
- Manage junior staff (supervising, encouraging and mentoring).

Achievements

- Conducted sessions for various diploma students of 8 batches (1,200 students in each batch).

MAJOR CONSULTANCY EXPERIENCE

1. Provided consultancy services as “Course Coordinator & Recourse person” to the following programs for Directorate of Technical Education (DTE), Technical and Madrasah Education Division (TMED), Ministry of Education:

- a. Name of the Program : “Capacity Building Training Program”
Financed by : Bangladesh Government
Location : Dhaka, Bangladesh
Year : March 2015 to June 2016

Achievement

Trained 2,009 chief instructors, workshop supers, registrar, librarians, junior instructors, physical education instructors, teachers, and administrative staff in 48 batches from 64 Technical School and Collages and 49 Polytechnic and mono-technology institutes.

- b. Name of the Program : “Office Management Training Program”
Financed by : Bangladesh Government
Location : Dhaka, Bangladesh
Year : December 2016 to June 2017

Achievement

Trained 2,238 Principal, vice-principal, chief instructors, workshop supers, registrar, librarians, junior instructors, physical education instructors, teachers, and administrative staff in 58 batches from 64 Technical School and Collages and 49 Polytechnic and mono-technology institutes.

- c. Name of the Program : “Financial & Procurement Management Training Program”
Financed by : Bangladesh Government
Location : Dhaka, Bangladesh
Year : October 2017- May 2018

Achievement

Trained 2,476 Principal, vice-principal, chief instructors, workshop supers, registrar, librarians, junior instructors, physical education instructors, teachers, and administrative staff in 63 batches from 64 Technical School and Collages and 49 Polytechnic and mono-technology institutes.

2. Provided consultancy services as “Recourse person” to the following program for Institutional Quality Assurance Cell (IQAC) of 32(Thirty Two) Public & Private University Teachers, and Non-Academic Staff Officers and Staffs.

- Name of the Program : “Office management training”
Financed by : Quality Assurance Cell, Bangladesh Government
Location : 32 (thirty two) Public & Private University in Bangladesh
Year : December 2017- March 2020

Achievement

Trained about 2,000 Professor, Associate Professor, Assistant Professor Lecturer and administrative staff in 42 batches from 32 (Thirty Two) Public & Private University in Bangladesh.

3. Provided consultancy services as “Course Coordinator” to the program for Directorate of Secondary and Higher Education (DSHE), Secondary and Higher Education Division, Ministry of Education:

Name of the Program : “Procurement Training “
Financed by : Secondary **Education** Sector Investment Program (SESIP)
Location : Dhaka, Bangladesh
Year : October 2018 to April 2019

Achievement

Trained 80 Research Officer, Assistant inspector, Assistant Director, Deputy Director and Director in 4 batches from Secondary Education Sector Investment Program (SESIP) nominated.

4. Provided consultancy services as “Course Coordinator & Recourse person” to the following program for Power Grid Company of Bangladesh, Bangladesh Power Development Board (BPDB), Power Division: Ministry of Power, Energy and Mineral Resources:

Name of the Program : 1.“Public procurement law2006 & Public procurement Rules 2008”
2. “Procurement of Goods, Works and Services”
3.”VAT,TAX & Custom Excise Duty”
4.”Filling,Documentation & Record Keeping”
5.”New VAT& Tax law”
Financed by : Power Grid Company of Bangladesh
Location : Dhaka, Bangladesh
Year : November 2017 – October2019

Achievement

Trained 280 Assistant Manager, Deputy Manager and Administrative staff in 7 batches from Power Grid Company of Bangladesh nominated.

5. Provided consultancy services as “Course Coordinator & Recourse person” to the following program for Integrated Agricultural Productivity Project – (IAPP) under Bangladesh Agricultural Development Corporation (BADC): Ministry of agriculture:

Name of the Program : 1.“Procurement Management”
2.”Basic Rules of public procurement”
3.”Fundamental of Monitoring and Evaluation”
4.” Procurement Contract Management”
Financed by : Integrated Agricultural Productivity Project – (IAPP)
Location : Dhaka, Bangladesh
Year : February 2016 – September 2016

Achievement

Trained 140 Administrative staff of BADC and Project related staff in 4 batches from Integrated Agricultural Productivity Project – (IAPP).

6. Provided consultancy services as “Course Coordinator & Recourse person” to the following program for Bangladesh Inland Water Transport Authority, Ministry of Shipping And Inland Water Transport;

Name of the Program : 1.Training on “Good Governance”,
2.Financial Management, Internal Audit and Budget Management
3.E-Nothi
4. সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী

Financed by : Bangladesh Inland Water Transport Authority

Location : Dhaka, Bangladesh

Year : October 2019 – March 2020

Achievement

Trained 135 Administrative staff in 4 batches from Bangladesh Inland Water Transport Authority nominated.

7. Provided consultancy services as “Course Coordinator & Recourse person” to the program for Barapukuria Coal Mining Company Limited, Ministry of Power, Energy and Mineral Resources:

Name of the Program : ১. সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী
২.জাতীয় শুদ্ধাচার কৌশল বাস্তৱায়ন
৩. সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী ও জাতীয় শুদ্ধাচার কৌশল
৪.আচরণ বিধিবিধান ও শৃঙ্খলা এবং এসিআর রাইটিং

Financed by : Barapukuria Coal Mining Company Limited

Location : Dinajpur, Bangladesh

Year : February 2016 – May 2019

Achievement

Trained 221 Assistant Manager, Deputy Manager, Manager, Deputy General Manager and General Manager in 4 batches from Barapukuria Coal Mining Company Limited nominated.

8. Provided consultancy services as “Course Coordinator & Recourse person” to the following program for Gas Transmission Company Limited (GTCL), Ministry of Power, Energy and Mineral Resources:

Name of the Program : জাতীয় শুদ্ধাচার কৌশল

Financed by : Gas Transmission Company Limited (GTCL)

Location : Dhaka, Bangladesh

Year : October 2016

Achievement

Trained 40 Assistant Manager, Deputy Manager, Manager and Deputy General Manager in 1 batch from Gas Transmission Company Limited (GTCL) nominated.

9. Provided consultancy services as “Course Coordinator & Recourse person” to the following program for Pashchimanchal Gas Company Limited (PGCL), Ministry of Power, Energy and Mineral Resources:

Name of the Program : আধুনিক অফিস ব্যবস্থাপনা

Financed by : Pashchimanchal Gas Company Limited (PGCL),

Location : Dhaka, Bangladesh
Year : June 2016

Achievement

Trained 25 Assistant Manager, Deputy Manager, Manager, Deputy General Manager and General Manager in 1 batch from Pashchimanchal Gas Company Limited (PGCL).

10. Provided consultancy services as “Recourse person” to the program for Bangladesh Gas Field Company Limited, Ministry of Power, Energy and Mineral Resources:

Name of the Program : ১. সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী
২. সরকারি কর্মচারী নিয়মিত উপস্থিতি অধ্যাদেশ-১৯৮২
৩. সচিবালয় নির্দেশমালা-২০১৪
Financed by : Bangladesh Gas Field Company Limited
Location : Bramonbaria, Bangladesh
Year : December 2018 – February 2020

Achievement

Trained 240 Assistant Manager, Deputy Manager, Manager, Deputy General Manager and General Manager in 4 batches from Bangladesh Gas Field Company Limited (BGFCL).

11. Provided consultancy services as “Course Coordinator & Recourse person” to the following program for Titas Gas Transmission and Distribution Company Limited, Ministry of Power, Energy and Mineral Resources:

Name of the Program : “প্রজেক্ট ম্যানেজমেন্ট এন্ড পিপিআর ২০০৮”
Financed by : Titas Gas Transmission and Distribution Company Limited
Location : Dhaka, Bangladesh
Year : October 2016

Achievement

Trained 15 Assistant Manager, Deputy Manager, Manager, Deputy General Manager and General Manager in 1 batch from Titas Gas Transmission and Distribution Company Limited.

12. Provided consultancy services as “Course Coordinator & Recourse person” to the following programs Directorate of Primary Education, Ministry of Primary and Mass Education:

Name of the Program : “Office management training”
Financed by : Bangladesh Government
Location : Dhaka, Bangladesh
Year : June 2016 & May 2017

Achievement

Trained 60 Thana Education Officer (TEO) Assistant Thana Education Officer (ATEO) in 2 batches from northern electricity Supply Company limited.

13. Provided consultancy services as “Course Coordinator & Recourse person” to the following program for northern electricity Supply Company limited (NESCO), Ministry of Power, Energy and Mineral Resources:

Name of the Program : “Foundation Training program “

Financed by : Northern electricity Supply Company limited (NESCO)
Location : Dhaka, Bangladesh
Year : May 2019

Achievement

Trained 31 participants in 1 batch from northern electricity Supply Company limited.

14. Provided consultancy services as “Course Coordinator & Recourse person” to the following program for Dhaka Transport Coordination Authority (DTCA), Ministry of Road Transport and Bridges:

Name of the Program : “Orientation Training program “
Financed by : Dhaka Transport Coordination Authority (DTCA)
Location : Dhaka, Bangladesh
Year : March 2020 to August 2020

Achievement

Trained 14 participants in 1 batch from Secondary Education Sector Investment Program (SESIP).

15. Provided consultancy services as “Course Coordinator & Recourse person” to the following program for Bangladesh Planning Commission, Ministry of Planning:

Name of the Program : “সরকারি অফিস পরিচালনার নিয়মাবলী “
Financed by : SPIMS Project
Location : Dhaka, Bangladesh
Year : June – July 2016

Achievement

Trained 15 participant in 1 batch from SPIMS Project Secondary Bangladesh Planning Commission.

16. Provided consultancy services as “researcher” to the following program for Upazila Governance Project, Ministry of Disaster Management and Relief:

Name of the Program : Performance Assessment of Upazila Parishad
Financed by : Upazila Governance Project
Location : Dhaka, Bangladesh
Year : December 2014– February 2015

Achievement

Assessed performance of 14 selected upazila Parishad commissioned by multiple donor agencies.

17. Provided consultancy services as “researcher” to the following program for TR/KABITA Project Ministry of Disaster Management and Relief:

Name of the Program : Impact Assessment of Solar home system
Financed by : Ministry of Disaster Management and Relief
Location : Dhaka, Bangladesh
Year : August 2019

Achievement

Assessed Impact Assessment of Solar home system performance of 2 selected upazila commissioned by Ministry of Disaster Management and Relief.

18. Provided consultancy services as “researcher” to the following program for Social and Behavior Change Communication (SBCC), Ministry of Disaster Management and Relief:

Name of the Program : Social and Behavior Change Communication (SBCC)
Financed by : Ministry of Disaster Management and Relief
Location : Dhaka, Bangladesh
Year : July 2020

Achievement

Assessed Impact Assessment of Social and Behavior Change Communication performance of 3 selected upazila commissioned by Ministry of Disaster Management and Relief.

TRAINING ORGANIZED IN BIM

Name of the Course	Number of Batches	Number of Participants
সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী	17	541
সরকারি অফিস পরিচালনার নিয়মাবলী	08	204
সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	12	301
পেনশন ও আর্থিক বিধি বিধান	04	198
সরকারি কর্মকর্তাদের জন্য অনুসরণীয় শিষ্টাচার, ম্যানার ও প্রোটোকল	06	184
সরকারি কর্মকর্তাদের এসিআর সংক্রান্ত অনুশাসন ও নির্দেশনা	02	55
সরকারি নিয়মাবলী	02	76
অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	05	165
Financial Management for Executives	11	168
Effective budget and budgetary controls	10	147
Finance for Non- Finance Executives	01	17

TRAINING RECEIVED

Name of the Training	Duration	Venue
Faculty Development Program	27 June 2019 -06 July 2019	University of Malaya, Malaysia
4 Policy Instruments (NI,GRS,RTI & CC) Training	21-22 December 2019	NILG
2nd International Conference on Industrial and Mechanical Engineering and Operations Management 2019(IMEOM 2019)	12-13 December 2019	BIM
Training on Attendance Ordinance-1982, Conduct Rules-1979 & Secretariat Instruction-2014 Training	16 May 2019	BIM
National Integrity System (NIS) Training	15 May 2019	BIM

Service Simplification Training	22 October 2019	BIM
Research Methodology with Advanced Techniques Training	26-29 August 2019	BIM
E-Nothi : Scape & Challenges Training(6Days)	05 July 2015- 12 March 2019	BIM
Right to Information Act—2009 Training	28 November 2018	BIM
Build Home Yourself Training	18-19 August 2018	Housing and Building Research Institute(HBRI)
Annual Performance Agreement Training	19 April 2018	BIM
E-Nothi Training	1 April 2018	BIM
Computer Application in Financial Management Training	31 March 2018	BIM
Public Service Innovation Training	20 June 2017	BIM
National Integrity System (NIS) Training	27 June 2016	BIM
Foundation Training for Faculty Member Training	February - March 2014	BIM
Advanced course on Research Methodology Training	December 2017 – March 2018	IER, University of Dhaka
International Financial Reporting Standards (IFRS) & Bangladesh Accounting Standards (BAS) Training	13 August – 01 October 2016	ICAB
Case Writing Training	02 June 2014	IBA, University of Dhaka

PUBLICATION

Published the following 4 books on Bangladesh Technical Education Board (BTEB) for Diploma syllabus as author and co-author.

- A. Book Keeping & Accounting,
- B. Business Organization & Communication,
- C. Industrial Management, and
- D. Entrepreneurship

COMPUTER LITERACY

- Operating Systems : Windows (all platforms)
- Application : MS Office Suit (all versions)

LANGUAGE & COMMUNICATION SKILLS

- Good command in English & Bengali- both oral and written.
- Capable of presenting ideas and concepts in a team or in front of large audiences.



Amenoor