

## **M. AMENoor**

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### **Summary of Professional Experience and Competency**

- Acquired more than 12 years of solid and intense experience in the sector of teaching, training and consultancy;
- Working on accounting, finance, economics and government job rules & regulation areas in Bangladesh Institute of Management (BIM), the premier management training Institute of Bangladesh, presently operating under Ministry of Industries;
- Delivered 3000+ contact hours of lectures in different institutions;
- Designed, coordinated and delivered more than 200 financial management, office management and Govt. job rules & regulation training programs in last four years;
- Served tailors' made or in-house trainings to different types of client organizations, such as, Various Public & Private University, petrobangla's company, Directorate of Technical Education (DTE), Planning commission and others government organization
- Presently coordinating short training courses on office management, financial & procurement management, pedagogy training and subject wish training for DTE and government job rules & regulation training at BIM;
- A performance assessment of 14 selected upazila Parishad commissioned by multiple donor agencies;
- Prepared consultancy reports, evaluation reports as well as other reports as a part of regular responsibility and
- Highly computer literate with skills in Microsoft Office Suite.

### **Present status of employment last and 12 year's extensive experience in teaching**

#### **1. Bangladesh Institute of Management (BIM)**

**Nature of Business:** Government owned Specialized Academic Institute and Leader in Management and related Professional Education, Research and Consultancy.

**Current Designation :** Management Counsellor (Faculty Member), equivalent to Assistant Professor

**Job Description :** Conduct academic sessions, Supervise researches and Design, develop and deliver Training programs

**Subject Area :** Accounting, Cost Accounting, Financial Management, Advance Financial Management, Economics, Statistics, Management Accounting, Government Job Rules and Regulation.

**Job Duration :** 12 Years (From February 2006 to Till Date) Joined as Management Counsellor on January 2014.

#### **2. Directorate of Technical Education (D T E)**

Before joining BIM, worked as chef-Instructor Non-Tech and Instructor Non-Tech (First Class Gazetted Officer) Under Directorate of Technical Education (DTE).

Job Duration: February 2006 - January 2014

## Professional Achievements

- Delivered 4-credit courses on Economics, Advance Financial Management, Cost Accounting and Statistics of 10 batches of participants of various postgraduate diploma programs(PGD) from 2014 to 2017;
- Supervised more than 100 research works of the participants of post graduate level, (2014-2017);
- From last year Served tailors' made or in-house trainings to IQAC of Various Public & Private University on office management.
- Presently (2017-2018) coordinating short training courses on office management, financial & procurement management, pedagogy training and subject wish training about 100 batches for DTE principal, vice- principal, head of department, teacher and staff and government job rules & regulation training at BIM; Also coordinating others short training courses with conduct sessions.
- We will conduct procurement management training program on 4(four) weeks duration and office management training program on 1(one) week duration for two different government office.
- Year 2016-2017 year coordinating Office Management training for 64 technical schools & colleges (TSC) and 49 polytechnic institutes principal, vice- principal, head of department, teacher and staff about 54 batches.
- Year 2015-2016 coordinating Capacity Building training for 64 technical schools & colleges (TSC) and 49 polytechnic institutes principal, vice- principal, head of department, teacher and staff 48 batches.
- Writer and co-writer of 4(Four) book on Bangladesh Technical Education Board (BTEB) for Diploma syllabus.
  - A. Book Keeping & Accounting,
  - B. Business Organization & Communication,
  - C. Industrial Management,
  - D. Entrepreneurship

## Short Training Programs on Management in BIM

As a training coordinator, added 5 new courses in the BIM's service line of regular programs from 2014 to till now. These are the first ever general level regular course on government service holders offered from BIM, the oldest Management learning centre of the county .The description of these 6 (Six) programs is as follows:

১. সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	A 2 day long course offered for entry and mid level government service professionals mainly focused on government job rules & regulation and cross-cutting issues related government service. This training is served to twelve batches in consecutive four years 2014, 2015,2016 and 2017.
২. সরকারি অফিস পরিচালনার নিয়মাবলী	A 2 day long course offered for entry and junior level government service professionals mainly focused on government office management (filling, noting, recording & office facilities) and cross-cutting issues related government service.This training is served to ten batches in consecutive four years 2014 - 2017.

৩. পেনশন ও আর্থিক বিধি বিধান	A 2 day long course offered for senior level government service professionals mainly focused on government service pension, gratuity and financial job rules & regulation. This training is also served to ten batches in consecutive four years 2014, 2015,2016 and 2017.
৪. সরকারি কর্মকর্তাদের জন্য অনুসরণীয় শিষ্টাচার, ম্যানার ও প্রটোকল	A 2 day long course offered for entry and junior level government service professionals mainly focused on government service manners,ethics, morality, polite and protocol. This training is served to five batches in consecutive three years 2015 2016 and 2017.
৫. সরকারি কর্মকর্তাদের এসিআর সংক্রান্ত অনুশাসন ও নির্দেশনা	A 2 day long course offered for senior level government service professionals mainly focused on government Annual confidential report(ACR).This is also the first ever general level regular course on government services holders offered from BIM, the oldest Management learning centre of the county. This training is served to five batches year 2016 & 2017.
৬. সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	A 2 day long course offered for entry and junior level government service professionals mainly focused on government office management (filling, noting, recording & office facilities) and cross-cutting issues related government service.This training is served to two batches in consecutive four years 2018.

Redesign and reintroduced two of BIM's historically premium courses. The description of these 3(Three) programs is as follows:

1. Financial Management for Executives	BIM was the prime Financial Management learning center in '80s and '90s in the country. But for various reasons the offering of training had reduced gradually and in 2008 and 2013, there was no offerings of any regular program from BIM in the area of Financial management. So, only out of personal interest and initiatives, updated the course contents and these one 1-week long courses were redesigned and successfully reintroduced in July, 2014.
2. Effective budget and budgetary controls	BIM was the prime Financial Management learning center in '80s and '90s in the country. But for various reasons the offering of training had reduced gradually and in 2008 and 2013, there was no offerings of any regular program from BIM in the area of Effective budget and budgetary controls. So, only out of personal interest and initiatives, updated the course contents and these one 1-week long courses were redesigned and successfully reintroduced in July, 2014
3. Finance for Non-Finance Executives	One 1-week long courses were redesigned and successfully reintroduced in April, 2017 non finance people whose are interest to know about Financial management. This training is also served to two batches in 2017.

In addition to the above mentioned responsibilities, the present position also includes the responsibility of a full time Faculty Member in 1- year long postgraduate diploma courses conducted in BIM as follows-

- To deliver lecture, set question and examine the answer scripts of course titled '*Economics*' in Post graduate Diploma in Human Resource Management .and 'Cost Accounting', 'Statistics' and 'Advance Financial Management *in* Post graduate Diploma in Financial Management and do the same of course titled 'Cost Accounting' in Post graduate Diploma in Industrial Management.
- To supervise research works (term papers) of the participants of post graduate diplomas.

### **Major training received**

- Foundation Training for Faculty Member Conducted by BIM
- National Integrity System (NIS) Training Conducted by BIM
- Case Writing Training Conducted by IBA, University of Dhaka
- IFRS&BAS Training Conducted by ICAB
- Public Service Innovation Training Conducted by BIM
- Advance Research Methodology Course Conducted by IER, University of Dhaka

### **Computer literacy**

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

### **Academic qualification and achievements**

- 1. Master of Business Administration (48 Credit Hour)**  
Department of Accounting and Information System (AIS), University of Rajshahi, Rajshahi Bangladesh  
**Status: Completed in 2003. Result: 3.21 (out of 4.00)**  
**Research Orientation:** Internship and Thesis Paper
- 2. Postgraduate Diploma (PGD)**  
Financial Management, Bangladesh Institute of Management (BIM)  
**Status: Completed in 2014. Result: 3.75 (out of 4.00)**
- 3. Bachelor of Business Administration with Honors**  
Department of Accounting, University of Rajshahi, Rajshahi ,Bangladesh  
**Status: Completed in 2002. Result: 3.29 (out of 4.00)**
- 4. Higher Secondary Certification (Commerce Group)**  
Kazi Mahabullah(K.M) College, Faridpur, Dhaka Board, Bangladesh  
**Status: Completed in 1998. Result: 67.10% Marks**
- 5. Secondary School Certification (Science Group)**  
Sayed Zainal Abedin high School, Faridpur, Dhaka Board, Bangladesh  
**Status: Completed in 1996. Result: 66.50% Marks**

## Biographical information

Date of Birth : 05 August 1981  
Nationality : Bangladeshi  
Religion : Islam  
Marital Status : Married

## References

<b>Nazmul Hoque khan</b> Joint Secretary & PS to Ministry Ministry of Education Bangladesh Secretariate. Dhaka-1000 Cell: 01798-416800	<b>A.S.Mahmud</b> Additional Secretary (Development) Ministry of Education Paribahan pool bhavan, Secretary link Road Room-905,Bangladesh Secretariate. Dhaka-1000 Cell: 01552-372520
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**M. Amenoor**