

MOHAMMAD ABDUL MOMIN

Senior Liaison Officer

Bangladesh Rice Research Institute (BRRI)

Office of the Director (Research)

Gazipur-1701, Bangladesh

Tel : 88-02-9252531 (Office)

: 88-02-9257401-5 (Ex- 314)

Fax : 88-02-9261110

Mobile : 01716-540380, 01828-308530

Email : momin_sm@yahoo.com, smmomin80@gmail.com**Career Summary:**

Looking for a responsible job where I can express myself, utilize my knowledge and show my capability & performance. Public Relations, Publications, Research, Media Communications, Creative writing, Documentation, Drafting, Press kit preparation, Translation, Proof Reading & Editing are my area of expertise.

Working Experiences:**Senior Liaison Officer (06-01-2013 – till date)**

Bangladesh Rice Research Institute (BRRI), Gazipur-1701.

Duties/Responsibilities:

- Responsible and accountable for building and maintaining an ongoing liaison on behalf of Bangladesh Rice Research Institute (BRRI) with the other research organizations related to National Agricultural Research System (NARS).
- Liaise with Government-Nongovernmental Institutions & Stakeholders, Universities, Agencies, Private Companies, & Print & Electronic Media etc.
- Develop close and effective working relationships among Internal Divisions of BRRI.
- Provide close support to the divisional & regional heads and all scientists of BRRI as required facilitating the operations.
- Perform all other Liaison & Communications duties as advised by Director Research & Director General of BRRI.

Public Relations Officer (31-01-2011 – 03-01-2013)

Micro-credit Regulatory Authority, Dhaka, Bangladesh

Duties/Responsibilities:

Public Relations, Publications, Research, Documentation & Reporting; liaising and maintaining regular contact with GO-NGO's and Media people, External communications & protocol functions, maintaining close links with stakeholders, Inspecting NGO activities, Crisis Management, Creative writing, Press kit preparation, Translation, Proof Reading & Editing, Designing and Distributing Communications Materials, NGO documents assessment etc.

PR Coordinator (01-07-2008 - 31-01-2011)

MASTHEAD PR

Duties/Responsibilities:

Public Relations, Publication, Research, Media Relations & Communications, Creative writing, Drafting, Press Release & Invitation Letter preparation, Translation, Proof Reading & Editing etc

Sub Editor (Country Desk) (05-03-2007 - 01-07-2008)

Daily JaiJaiDin

Duties/Responsibilities:

Translation, Proof Reading & Editing etc

Daily Jugantor (01-08-2003 - 05-03-2007)

Daily Jugantor

Duties/Responsibilities: University Reporting**Achievement:** All through first division/class from SSC to Post Graduation level

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pass. Year |
|-----------------------------|-------------------------|--|--------------------------------------|-----------------|
| MBA (Evening) | Major in Marketing | Bangladesh University of Professionals | 3.25 up to 5 th trimester | 2013 (December) |
| Post Graduate Diploma in IR | International Relations | University of Dhaka | CGPA 3.30/4 | 2011 |
| M.S | Horticulture | Sher-e-Bangla Agricultural University, Dhaka | CGPA 3.50/4 | 2007 |
| B.Sc. | Agriculture | Sher-e-Bangla Agricultural University, Dhaka | First Class | 2005 |
| H.S.C | Science | Ramgarh Government Degree College | First Division | 1999 |
| S.S.C | Science | Ramgarh Government High School, Khagrachari | First Division | 1997 |

Training:

| Training Title | Institute | Country | Year | Duration |
|--|--|------------|------|----------|
| Computer Application Programme | Karmoyog Sangstha, Dhaka | Bangladesh | 2004 | 6 Months |
| Journalism & Photography | Bangladesh Scouts | Bangladesh | 2004 | 3 Months |
| Anti Drug Education | British Council, Dhaka | Bangladesh | 2005 | 1 Month |
| Foundation training | Bangladesh Bank Training Academy, Dhaka | Bangladesh | 2011 | 1 Month |
| Basic Book Keeping and Accounting Management | Institute of Microfinance, Dhaka | Bangladesh | 2011 | 1 Month |
| Communicative English | Bangladesh Public Administration Training Centre (BPTAC) | Bangladesh | 2013 | 15 Days |

Professional Qualification:

| Professional Degree | Institution | Result | Year |
|-----------------------------|---------------------|-----------|------|
| PGD International Relations | University of Dhaka | CGPA 3.30 | 2011 |

Key Skills:

Public Relations & Communication, Documentation

Computer Skill:

• C.C.A Course from Government Appellate **Karmoyog Samstha**, and Course Result A+, Office Programs & Internet Browsing

Language Skill:

| Language | Listening | Writing | Speaking |
|----------|-----------|---------|----------|
| Bangla | Native | Native | Native |
| English | High | High | High |
| Hindi | Medium | Low | Medium |

Interest: Public Relations, Liaison, Publication, Research, Communications

Extra-Curricular Activities

- : Member, Dhaka Sub-Editors Council (DSC)
- : Member, Bangladesh Public Relations Association
- : Former President, SAU Journalist Association (2007).
- : Former Secretary, SAU Journalist Association (2006).
- : Former President, Sher-e-Bangla Hall Debating club, SAU Debating Society.
- : Former Member, S.A.U. Science Club & Rover Scouts.

Background Information:

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|------------------------------|---|
| Profession | : Senior Liaison Officer @ BRR |
| Looking For | : Managerial |
| Available For | : Full Time |
| Key words | : SAU |
| Functional Area | : Communication |
| Industry Experience | : Media/Advertising/PR |
| Present Monthly Gross Salary | : BDT 30,000 |
| Expected Salary | : BDT 50,000 |
| Notice Period | : 15 Days |
| Preferred Location | : Dhaka |
| Current Residence | : House No : 04, Road No:03, Block : H, Mirpur-2, Dhaka |

Personal Information:

| | |
|-------------------|--|
| Father's Name | : Late Md. Sondu Mian |
| Mother's Name | : Mrs. Rokeya Begum |
| Permanent Address | : C/O; Md. Fazlul Haque Village: Kaladeva Post: Ramgarh-4440. Thana : Ramgarh District: Khagrachari |
| Date of Birth | : 1980-09-08 |
| Gender | : Male |
| Religion | : Islam |
| Nationality | : Bangladeshi |
| Marital Status | : Single |

Reference:

| Reference 1 | | Reference 2 | |
|----------------|------------------------------------|----------------|--------------------------------------|
| Name | : Mr. Sazzad Hossoin | Name | : Dr. Shamsher Ali |
| Position | : Director (DGM, Bangladesh Bank) | Position | : Director (Research) |
| Organization | : Microcredit Regulatory Authority | Organization | : Bangladesh Rice Research Institute |
| Contact Number | : 01712127663 | Contact Number | : 01715158031 |
| E-mail ID | : Director-3@mra.gov.bd | E-mail ID | : Mds.ali2003@gmail.com |
| Relation | : Head of Department (Ex-Boss) | Relation | : Current Supervisor |

Reference 3

| | |
|----------------|----------------------------|
| Name | : Mr. Rashedul Mazid Mamun |
| Position | : Manager, Communication |
| Organization | : Masthead PR |
| Contact Number | : 01917707712 |
| E-mail ID | : mamun@mastheadpr.com |
| Relation | : Ex Supervisor |

I do here by declare that the information's furnished above are true at my knowledge. I am confident enough; I will be eligible to do the defined job honestly if I get the opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Abdul Momin', is written on a light blue rectangular background.

(M. Abdul Momin)