

31 December 2020

TO WHOM IT MAY CONCERN

This is to certify that **Md. Aktaruzzaman, S/o – Md. Abdul Jalil Sarker and Most. Aklima Khatun**, Village - Khamar, Post Office – Mjumdar Hat, Upazila - Sundargong, District– Gaibandha has been employed for the PIO Murdoch University under the *Nutrient Management for Diversified Cropping in Bangladesh* (NUMAN) project and others project since 01 November, 2011 to 31 December, 2020 as Admin & Accounts Officer in Dhaka. His major roles are, , Being an Accounts & Finance person I am well capable to Tally Software (ERP-9) and Quick Book financial report, Microcredit SME Banking, Mobile Banking, plan NGO Bureau FD-2, FD-4, Fd-5-FD-6 & design for Annual Budget, budget management, budget control. Capable for keep all accounts & finance related records and necessary documents. Pass also the daily expenditure & statement. Can capable to find all the budget variance & addition. Take step regarding finance, finance admin & accounts related measure & discipline. Purchase & procurement issues are complete with my close supervision where tax, vat & other govt. duty & fees honor with an organizing pattern. Financial administration is a regular duties to serves as of my organizational discipline where I capable to satisfy donor & partners. For more than 10 years' experience now I Maintain regular financial transaction for any of the program effectively, Maintain and prepare financial statement, reports and Monitor financial activities at field level, Ensure compliance of donor. Provide administrative and logistic support to project team and General Admin works. Issue cheque and official receipts, maintain books of accounts etc. Take action for the progress of the work done in each project's field level survey report.

The Nutrient Management for Diversified Cropping in Bangladesh (NUMAN) Project led by Murdoch University-Australia with the partnership of Bangladesh Agricultural University (BAU), Bangladesh Agricultural Research Council (BARC), Bangladesh Agricultural Research Institute (BARI), Bangladesh Rice Research Institute (BRRRI), Soil Resource Development Institute (SRDI), Khulna University (KU), Patuakhali Science and Technology University (PSTU), Conservation Agriculture Service Providers Association (CASPA) and Bangladesh Fertilizer Association (BFA).

The NUMAN Project is funded by Australian Centre for International Agricultural Research (ACIAR) and Krishi Gobeshona Foundation (KGF). The NUMAN Project aims to increase the profitability and sustainability of intensive and emerging cropping systems in Bangladesh through improved nutrient management.

Md. Aktaruzzaman is honest, sincere, energetic and hardworking young man with moral character.

I wish him every success in life.

Sincerely,



Dr Md. Enamul Haque Adjunct
Associate Professor
Murdoch University – Australia and Deputy
Leader – NUMAN Project



AZAD NATIONAL MULTILINGUAL SHORTHAND TRAINING ACADEMY

SL.No.....

SUNDARGANJ, GAIBANDHA

REGD NO.....

CERTIFICATE

This is to certify that Mr./Mrs./Miss. MD Aktaruzzaman
 Son/Daughter/Wife of MD. Abdul Jalil Sarker Roll 28 Sundar Number 28
 Batch Number 8 He / She was a regular student of this Academy from 25-07-03 to 15-02-04
 He / She successfully completed the Secretarial Science Multilingual Shorthand Course / ~~Spoken English~~
 Course/Typewriting (English/Bengali) Course / Computer Operating on (.....)
 Technical Course A and was placed in the A grade
 The above Syllabus approved by the NTRAMS Ministry of Education, Bogra, Bangladesh.

Name of own District Gaibandha
 Dated 20-02-04 Written by 201-2-04

Registrar
 Controller of Examinations 20-02-04

National University

Gazipur, Bangladesh

08-2601-03170

Sl. No.- NUH **0331114**



Roll No. : **570499**.....

Regn. No. : **969504**.....

Session : **2004-05**.....

PROVISIONAL CERTIFICATE

Bachelor of Business Studies

This is to certify that

Md. Aktaruzzaman

of *Carmichael College, Rangpur*

obtained the Degree of *Bachelor of Business Studies* (Four Year) with Honours

in *Management* under this University in 2008 and

that he/she was placed in the *Second* Class.

University Building
Gazipur, Bangladesh

Date: *June 28, 2011*

[Signature]
Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.

বাংলাদেশ কারিগরি শিক্ষা বোর্ড, ঢাকা

Nº 0008250



রেজিস্ট্রেশন নম্বর : ৯৩০৪৮.....

সেসন : ২০০২-২০০৩.....

সনদ পত্র

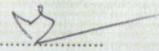
উচ্চ মাধ্যমিক সার্টিফিকেট (ব্যবসায় ব্যবস্থাপনা) পরীক্ষা, ২০০৪.....

(..... কম্পিউটার অপারেশন..... শাখা)

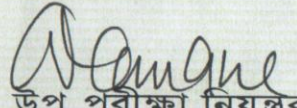
নোঃ আকতারুজ্জামান

রোল নম্বর : বিএম ক-২০৪৪২....., ড. এম আই পার্ভাওয়ারী চৈকনিক্যান এন্ড ড্রাকশনাল বিডুস্কান
ইন্সটিটিউট, রংপুর হইতে ২০০৪ সনের..... মাসে অনুষ্ঠিত

উচ্চ মাধ্যমিক সার্টিফিকেট (ব্যবসায় ব্যবস্থাপনা) পরীক্ষায় জিপিএ ৬.৮৩..... পাইয়া উত্তীর্ণ হইয়াছে।

লেখক :  নিরীক্ষক.....

তারিখ : ঢাকা ২০-০৯-২০০৭.....


উপ পরীক্ষা নিয়ন্ত্রক

বিঃ দ্রঃ- কোন প্রকার কাটাকুটি ও ঘষামাজা ছাড়াই এই সনদ ইস্যু করা হইল।

National University

Gazipur, Bangladesh

NUCU : 09-26-032199

NUPC 11- 0775791



Roll No : 9067046.....

Regn.No: 8921351.....

Session : 2008-09.....

PROVISIONAL CERTIFICATE

Master of Business Studies

This is to certify that

Md. Aktaruzzaman

of *Carmichael College, Rangpur*

obtained the Degree of *Master of Business Studies*

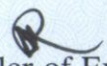
in *Management* of this University at the Final Examination of 2009

held in *July, 2012 - September, 2012* and that he/she was

placed in the *Second* class.

University Building
Gazipur, Bangladesh

Date: *March 11, 2013*.....


Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.

**Board of Intermediate and Secondary Education, Rajshahi
Bangladesh**

RBCC Serial No. *290-086273*

Serial No. S *086355*



Registration No. *734690/1997-98*

Secondary School Certificate Examination - 1999

This is to certify that *Md. Aktaruzzaman*
Son / daughter of *Md. Abdul Jalil Parker* of
Dharmapur D. D. M. High School
bearing Roll No. *149350* from *Dharmapur* Centre duly passed
the Secondary School Certificate Examination in *Science* Group held in the
month of *March* 1999 and that he / she was placed in the *Second* division.
The date of his / her birth is *First June* Nineteen hundred
and *Eighty Four*.

Date of Publication
of Result: *Rajshahi, the 17th June, 1999.*

ht. Shyam
Controller of Examinations

Note : This Certificate is issued without any alteration or erasure.

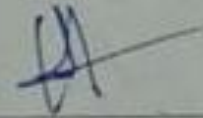
COURSE ATTENDANCE CERTIFICATE

THIS CERTIFICATE IS AWARDED TO
MD. AKTARUZZAMAN
FOR ATTENDING THE COURSE

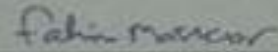
PROFESSIONAL ACCOUNTING CERTIFICATE COURSE
QUICKBOOK & TALLY ERP 9

HELD DURING 31 OCTOBER TO 12 DECEMBER 2019
NO. OF SESSIONS : 12; DURATION : 36 HOURS

THIS COURSE HAS BEEN CONDUCTED & FACILITATED BY
ENAMUL HAQUE SUJON



COURSE FACILITATOR



A.K.M. FAHIM MASHROOR
CHIEF EXECUTIVE OFFICER
BDJOBS.COM LTD.

bdjobs Training