MUHEDUL ISLAM RATUL

HEAD OF TREASURY, IT & OPERATIONS

+880 1798-533622 md.muhedulislam2003@gmail.com
Kabirpur, Ward-06, Faridpur Pourashava, Faridpur Sadar, Faridpur-7800
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CAREER SUMMARY

Economics undergraduate (B.S.S. Honours, 3rd Year) with a strong Science foundation in SSC and HSC, backed by NSDA Level-3 certifications in IT Support & Service, Tour Guiding, and Domestic Food Preservation. Currently serving as Treasurer and IT Head at Rongin Suta Jubo Unnoyon Songstha, Faridpur, and IT & Digital Operations Intern at Karu Shikha Youth Development Society, Faridpur, alongside prior leadership as Managing Director & Assistant CEO at Master Streaming Zone and Support Mentor at Shikhbe Shobai. Skilled in accounting, office administration, IT troubleshooting, web development, MS Office, graphic design, and multimedia production.

WORK EXPERIENCE

Treasurer and IT Head — ***Rongin Suta Jubo Unnoyon Songstha, Faridpur*** **1 Dec 2025 – Present**

- **Financial & Cashier Operations:** Manage daily cash transactions, organizational accounts, bookkeeping, and accurate financial reporting.
- **Office & Online Management:** Coordinate office administration, digital documentation, official email correspondence, and online workflows.
- **IT & Design Support:** Lead hardware/network troubleshooting, computer operations, and visual/spreadsheet preparation.

IT & Digital Operations Intern — ***Karu Shikha Youth Development Society, Faridpur*** **1 Apr 2025 – Present**

- **Website & Online Platforms:** Manage and maintain the organization's official website and online digital platforms.
- **IT & Program Tech Support:** Provide IT support and technical coordination across online programs, events, and digital activities.
- **Digital Documents & Data Management:** Organize digital records, documentation, and structured operational data.

Managing Director & Assistant CEO — ***Master Streaming Zone*** **17 Apr 2024 – 29 Sep 2025**

Managing Director (19 Jul 2025 – 29 Sep 2025) • Assistant CEO (17 Apr 2024 – 19 Jul 2025)

- **Leadership & Office Management:** Promoted from Assistant CEO to Managing Director, overseeing daily business operations, staff coordination, and team leadership.
- **Customer Handling & Teamwork:** Managed end-to-end client communication, customer support resolution, and collaborative cross-team workflows.
- **Accounting & Financial Oversight:** Handled operational accounting, billing records, and revenue/expense tracking with accountability.

Support Mentor — ***Shikhbe Shobai*** **1 Oct 2024 – 26 Feb 2025**

- **Student Support & Mentoring:** Assisted students with technical queries, assignment troubleshooting, and practical design skill development.
- **Collaborative Teamwork:** Worked closely with mentors and support staff to ensure smooth class operations and timely learner guidance.

FEATURED WEB PROJECTS

E-Commerce Website: https://keyngadget.com

Org Portfolio Site: https://karu-sikha.pages.dev

EDUCATION

B.S.S. (Hons) Economics
Govt. Rajendra College, Faridpur
National University | 2022–23
Ongoing (3rd Yr)

HSC — Science
Govt. Yasin College, Faridpur
Dhaka Board | 2022
GPA 4.75 / 5.00

SSC — Science
Domrakandi High School, Faridpur
Dhaka Board | 2020
GPA 4.78 / 5.00

TRAINING & CERTIFICATIONS

IT Support and Service (Level 3)
NSDA — **360 Hours**

Tour Guiding (Level 3)
NSDA — **360 Hours**

Domestic Food Preservation (Level 3)
NSDA — **360 Hours**

Graphic Design
Shikhbe Shobai — **6 Months**

Computer Operation — Technical Training Centre (TTC), Faridpur — **3 Months**

VOLUNTEERING & COMMUNITY IMPACT

Executive Member
Rongin Suta Jubo Unnoyon Songstha, Faridpur
Focus Areas: Entrepreneurship Development, SRHR (Sexual & Reproductive Health and Rights).

Member
Karu Shikha Youth Development Society, Faridpur
Focus Areas: Child Education, Climate Action, Women Empowerment, GBV Prevention & Media Literacy.

SKILLS & LEADERSHIP

Technical & Office Skills

Office & Accounts: MS Word, Excel, PowerPoint, Email & Internet Operations, Fast Typing, Accounting
IT & Web: Computer Hardware, Networking, Website Development, Advanced AI Tools
Design & Media: Photoshop, Illustrator, Graphic Design, Photo & Video Editing, Photography & Videography

Leadership & Soft Skills

- Team Leadership & Coordination
- Office & People Management
- Client Relations & Communication
- Training & Peer Mentoring
- Problem-Solving & Time Management

LANGUAGES

- **Bangla:** Native Proficiency
- **English:** Professional Communication
- **Hindi:** Conversational Communication

INTERESTS & HOBBIES

- Photography & Videography
- Graphic Design & Visual Media
- Emerging Tech & AI Tools

PERSONAL DETAILS

Father's Name: Md. A. Majed Molla
Mother's Name: Monira Begum
Date of Birth: 7 September 2004
Blood Group: O+ (Positive)
Nationality: Bangladeshi
Religion: Islam
Present & Permanent Address: Kabirpur, Ward-06, Faridpur Pourashava, Faridpur Sadar, Faridpur-7800

REFERENCES

Soneya Sultana — **+880 1715-696323**
Director,
Rongin Suta Jubo Unnoyon Songstha, Faridpur

Tihanur Rahman Tihan — **+880 1795-023942**
President & Founding Member,
Karu Shikha Youth Development Society, Faridpur

DECLARATION

I hereby declare that all information stated above is true and accurate to the best of my knowledge.

Date: _____

Muhedul

Muhedul Islam Ratul