



# Saidur Rahman Shopon

Assistant Director (Store)

Support Service Unit, Admin & Finance Division  
Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka 1215  
✉ your.email: shopon2086@gmail.com ☎ +880 1551815951



## 1. Career Brief [📌in 50~100 words]

I have 10 years of progressive experience in the public sector, with strong organizational and management skills. I have proven expertise in office coordination, procurement, and organizing meetings, seminars, and training programs.

## 2. Area of Expertise [📌Maximum 10 expertise/research interests]

I am skilled in using modern administrative tools such as e-file systems, email, and documentation. I am proficient in Microsoft Office, including Microsoft Excel and PowerPoint.

## 3. Professional Experience [📌Job Experience, as per BARC record]

Designation	Organization	Service Period
Assistant Director (Store)	Bangladesh Agricultural Research Council	05 April, 2026 ~ Present
Personnel Assistant (PA)/ Stenographer cum Computer Operator	Bangladesh Agricultural Research Council	12 July 2016 ~ 04 April, 2026

## 4. Education [📌Graduation and above, as per BARC record]

Degree/Study	University	Passing Year
MSS	National University	2013
BSS	National University	2011

## 5. No. of Publications [📌Scholarly publications]

## 6. Public Profile [📌Link to professional profiles (one/more, whichever is available)]