SHOHAG FAKIR

ASSISTANT DIRECTOR (Establishment)

Establishment Unit, Administration & Finance Division
Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka 1215.
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1. Career Brief

Administrative professional with over 12 years of progressive experience in public sector administration, demonstrating strong leadership and organizational management skills. Proven expertise in human resource management, office coordination, procurement, and regulatory compliance. Skilled in using modern administrative tools like e-file systems, digital documentation & performance monitoring. Expert in sound decision-making, problem-solving, and works as a strategic leader. Committed to an efficient, and results oriented administration.

2. Area of Expertise

- Public Administration and Governance
- Human Resource Management
- Office Administration and Coordination
- Digital Administration

3. Professional Experience

Designation	Organization	Service Period
Assistant Director (Est.)	Bangladesh Agricultural Research Council	12.07.2016 to Present
Branch Officer	Bangladesh Steel and Engineering Corporation	01.06.2014 to 02.07.2016

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

Degree/Study	University	Passing Year
M.Sc. in Chemistry	University of Dhaka	2010
B.Sc. in Chemistry	University of Dhaka	2009