

Organizational Profile

01: Name and address of the organization:

Head office:

**Action for Human Development Organization
(AHDO)**

House # 546 (2nd floor), Upazila Road, Chourhas
Kushtia Sadar, Kushtia-7000, Bangladesh
Tel: 071-71713, Cell: 01711145338
Email: ahdo.kushtia@gmail.com

Permanent address:

**Action for Human Development Organization
(AHDO)**

Vill + Post: Allardarga, P.S: Daulatpur,
Dist. Kushtia-7042, Bangladesh
Tel: 07023-75421, Cell: 01711145338
Email: ahdo.kushtia@gmail.com

02: Name & designation of the contract Person:

J.M. Nazimuddin Akkel
Executive Director
AHDO
Cell: 01711145338

03: Background information: Action for Human Development Organization (AHDO) in an action oriented Non-Government social development organization. It was established with a view to improving present status and alleviates poverty both for the rural & urban distressed women folk. It was identified that the women of the project area have been living below poverty line with insufficient income to satisfy their basic need of food, shelter, clothing, education and medicine. Majority people of the area are landless and day laborers. They are victims of poverty, illiteracy, ill health and civic inertia. They are living from hand to mouth in dilapidated houses either by sharecropping or by selling their manual labor. Their standard of living is very low which low and unevenly distributed family income, indebtedness, and poor housing facilities characterize. They are disorganized, fatalistic in attitude and hesitant to resist any oppression and exploitation individually. Literacy rate of the area is lower than that of national coverage. Women literacy rate is alarming in the area also.

The underprivileged women are powerless. They have no representation in the local policy making institution, which is virtually monopolized by local elite and influential persons. The trend of landless in the area is increasing gradually. Consequently, influential people of the area are grabbing the lands of marginal farmers. Here population growth rate is higher than that of the literacy rate. The condition of women is deplorable. They are severely exploited oppressed and deprived. In addition, they are exploited doubly i.e. man-made religion-cultural exploitation and sex exploitation. Women are virtually powerless and asset less in the area. Their access to decision-making process even at family level is also limited. In property of what her brother inherits but in practice women do not possess the said property.

Despite of it, women's mobility and participation in outside development work is restricted. Women are used for productive purposes and reproductive duties.

Women are treated as physically weak, psychologically emotional, mentally inconsistent and dependent against her male partner in the area i.e. men's superiority and women's inferiority are the social norm. Women have to live within four walls of the family i.e. seclusion. Nevertheless, women are quite unaware about themselves. The salient features of women suffering in the area are early marriage, dowry, divorce, wife beating, and separation with minor children without maintenance, attack on women chastity, and migration to urban area as maidservant and women trafficking along with other socio-economic problems. Though women have to work from dawn to late night either in domestic affairs or pre & post harvesting agricultural activities, yet their contribution in economic terms towards upliftment of family is unseen and unpaid. In addition, maternal mortality rate in the area is higher.

The conditions of children were also worse condition. They were the victims of unplanned parenthood. Most of the babies are born underweight due to poor health status of the mothers. Most of the children remain unschooled or little schooled due to financial insolvency of the parents and their apathy about education.

Considering the gravity and magnitude of the problems, some energetic young social workers the founder intend to take social services for the wellbeing to promote the socio-economic status both men, women and youth through integrated development approach and the present Action for Human Development Organization (AHDO) came into existence on 1995 by the active Initiative of **J.M. Nazimuddin Akkel** a renowned educationist.

04: Legal Status of AHDO: For the legalization of programming activities, AHDO got registrations from the following departments;

- i) Registered from the department of Social Services (under the Voluntary Social Welfare Agencies Registration & Control Ordinance (46) of 1961) under the Ministry of Social Welfare Govt. of the People's Republic of Bangladesh vide Registration No: - Kushtia 256/99, dated 17-01-1999 &
- ii) Micro-Credit Regulatory Authority, Dhaka vide registration No: 00684-02909-00265 dated 08-06-2008

05: Membership/partnership with other Organization: Working as development partner with the following apex organizations;

- i) PKSF for the implementation of Rural Micro Credit programme since 2004;
- ii) Bangladesh Bank for the implementation of Low-Cost Housing programme;
- iii) BRAC for Non-Formal Primary Education since 2006;
- iv) CDD for Disabled development since 2002;
- v) NFOWD for Disabled development since 2008;
- vi) BSAF for establishment of Child rights since 2003;
- vii) STI/AIDS for social mobilization since 2005;
- viii) VHSS for Primary Health Care since 2002;
- ix) FNB for NGOs networking since 2005 &
- x) NGO Forum for pure drinking water supply since 2004 &
- xi) FEMA International NGO networking since 2001.

06: Working area of AHDO: AHDO has been implementing its various development activities in the following districts. The following table shows present coverage of AHDO: -

Name of District	Name of Upazila	Number of Union	Number of Village	# of h/hs	Population Covered
Kushtia	Daulatpur	Daulatpur	02	256	1100
		Refiyetpur	05	680	2924
		Piarpur	10	1328	5710
		Hogalpara	17	2136	9184
		Mothurapur	06	706	3035
		Philip Nagar	03	322	1384
		Moricha	01	154	6622
		Pragpur	01	142	6106
	Total	08 Unions	45 villages	5724	36065
	Bheramara	Juniadaha	12	1474	6338
		Bahadurpur	11	1389	5972
		Dharampur	06	762	3276
		Mukarimpur	08	984	4231
		Chadgram	05	698	3001
		Bahirchar	03	298	1281
		*Pourashava	03 ward	176	756
	Total	06 Unions + 01 Pourashava	45 Unions + 03 Poura Wards	5781	24855
	Mirpur	Chithlia	04	412	1772
		Bahalbaria	01	184	791
		Baruipara	07	798	3360
		Talbaria	02	286	1241
	Total	04 unions	14 Villages	1680	7164
	Kushtia Sadar	Barkhada	03	310	1346
		Jogoty	04	424	1840
		Majompur	04	438	1902
		*Pourshava	01	162	704
	Total	03 Unions + 01 Pourashava	11 villages + 01 Pourashava	1334	5792
Grand Total	04 Upazila + 02 Pourashava	21 Union + 04 Poura Wards	115 Villages + 04 Poura Wards	8795	38170

07: Vision: To help establish an economically strong and united society with good quality of life for all, fully respecting each other.

08: Mission: To create a model of village development that can be replicated in any poor rural area of the country.

09: Goal & objectives of AHDO:

Goal: “To improve socio-economic status of the rural poor and underprivileged people, emphasizing the women and children and also empowerment through under taking appropriate and sustainable programs by themselves”.

Objectives: To reach the goal the following objectives are considered as a vital part of AHDO programming activities:

- * Increase additional Income of the target families through women's involvement in income generation activities through development of Social a forestation, Fisheries, Livestock & Agricultural farming activities.
- * Creating self-employment generation for group members through micro-credit support and special savings mobilization to alleviate their poverty through working as catalyst to initiate and inculcate the spirit of self –help among the organized group members.
- * Developing linkage with relevant Government, National & International Development Agencies for wider support and cooperation.
- * Improve Health Status of the community people through extending hardware and soft ware support of water and sanitation and environmental hygiene to the people of the project area for improving their health status and enable to reduce water borne diseases.
- * Increase Family Planning acceptors rate within the AHDO working areas providing assistance to the beneficiaries proving package of family planning services to fertile couple in the project area for controlling of population boom and facilitate in generating small family size.
- * Increase literacy rate within the AHDO working areas through imparting non-formal adult education to the illiterate group members for their participation in development process through confidence building and breaking up their cultural silence.
- * Establish Training institute to ventilate training facilities both human development, skill efficiency development building for behavioral changes and to develop research activities on new & modern technologies of different sector.
- * Decrease disaster mitigation and ensure relief supports among the victims.
- * Facilitating organized women in raising their social awareness for reducing their participation in the existing society and in eradication of their depravation and oppression.
- * To facilitate women in establishing their legal rights for happy & peaceful family.

10: Programming Implementation strategy of AHDO: AHDO believes the Social, Economic, Religion and Human Development may be achieved with the discussion and participation of the local people. It also believes that after motivation individuals will make group. So AHDO has been implementing its various development activities through organizing small groups with people from the deprived, neglected, landless, marginal farmers, divorced widow, and abandoned and destitute women. AHDO has been motivating and conscious raising these people to develop their Socio-economic condition. AHDO believe that greater changes of the Society may be possible through joint actions and efforts.

11: Programming activities of Action for Human Development Organization (AHDO): For improvement of socio-economic status of the target families AHDO planned its programming activities in the following sectors. The sector wise activities are mentioned as follows:

a. Group formation:-

- a.i: Social awareness building.
- a.ii: Savings mobilization;

- a.iii: Training to group members and leaders,
- b. Financial support:-**
 - bi: Micro-credit support as Revolving Credit Fund for Income Generation like as; small trade, cow fattening, goat rearing, fish cultivation, rural transport, handicraft and so on;
 - bii: Micro-enterprise development
- c. Health Development:-**
 - c.i: Family Planning.
 - c.ii: Immunization.
 - c.iii: STD/AIDS prevention
 - c.iv: Nutrition education;
 - c.v: Water and Sanitation;
 - c.vi: WWPC Meeting;
 - c.vii: UWPC meeting;
 - c.viii: Free Ring Slab Distribution &
 - c.ix: Popular theater
 - c.v: School watsan program;
 - c.vi: Referral services for Emergency care
 - c.vii: Prevention & Control of diarrhea diseases.
- d. Child & Women Development:**
 - d.i: Child & Adult education
 - d.ii: Non-formal Primary Education
 - d.iii: Functional literacy for group member.
 - d.i: Adolescent girls development
 - dii: Income and employment generation
 - d.iii: Hygiene, Nutrition education session with female group
 - div: Child-to-Child approach;
 - d.v: Anti trafficking & establishment of child rights,
 - d.vi: Create recreation facilities for children.
- e. Others:-**
 - e.i: Legal aid and arbitration;
 - e.ii: Child & women rights.
 - e.iii: Advocacy on climate change and water crisis.
 - e.iv: Social a forestation;
 - e.v: Awareness raising and education.
 - e.vi: Water land biodiversity conservation
 - e.vii: Social and water land forestry
 - e.viii: Campaign on sustainable energy management;
 - e.ix: Community based Nursery establishment.
- f. Training support: -**
 - f.i: Staff development
 - f.ii: Beneficiaries' skill Development.

13: Programme Activities of AHDO: The following activities have been implementing by AHDO:-

- i: **Awareness build up and Group Formation:** Most of the community people have been suffering from civics inertia, who should be make socially conscious and active for their own family development through awareness build and in group formation. Targeted people are identified and motivated for understanding the goal and objectives of the organisation. AHDO tried to identified the people and marched them in existing programs When they become self-motivated and felt need of organising into group, the staff organised them into small groups and inter-group structure for their empowerment, socio-economic development and participation in policy decision making processes. These groups are the main wheels of all program implementations. These groups are formed considering age, economic condition, literacy situation, caste, sex, etc.



- ii. **Micro-Credit program for IGA:** AHDO identified that in the rural areas the poor borrow money from rich friends, relatives, moneylenders, shopkeepers, marketing middleman and semi urban employees. The most common form of lending is found by mortgage of various assets and land property etc. There were two types of prevalent mortgage; money is borrowed against tenurial land right and total some were paid along with crop, which were treated as interest. Another form was called fixed periodic loan, which is known as a mortgage contact over a fixed period. A stimulated some deducted annually and the term matures the land goes back to the owner. This however seldom happens, especially over a period of mortgage, the peasants usually lose ownership. Cases of for going the land ownership deeds by the moneylenders also lead to land changing hands. The moneylenders encourages large loan and allows the debt with compound interest to accumulate until they can take repayment in the form of land. These forms of lending are more related to rural expectation than practice of commercial loan or credit. Further more, use of labor is common method of loan repayment. Due to this the bonded laborer cannot utilize their time for other work. This non-institutional credit is financed by professional moneylenders on production or trade with an interest of 120 percent per annum.



In such exploitation mechanism, AHDO set a reasonable and dependable group of the rural poor through which credit can extend to the doorstep of the poor. This system creates self-employment and releases the people from the traditional credit system. To get rid of exploitative Grameen AHDO has planned for encouraging small savings in groups and small income generation and productive credit to each group member. Through this credit programme, the grass root communities enjoy the opportunities of additional income by spending money for agricultural production. Such additional income also enables them to educate their children by spending money for educational expenditure. It also gives them mental stability to take part in adult education class to improve their skill. More over their additional income for incidental expenditure and support action against various forms of social injustices.

iii. Human resource development through capacity building:

AHDO emphasises on training it has developed a special Training Cell with experienced, skilled and qualified personnel. For increasing the capacity and efficiency of the staff members as well as the beneficiaries the organisation arranges training courses, workshops and seminars for the staff and beneficiaries internally and externally to increase the efficiency, skills and to change the attitudes of them by which they capably and efficiently perform their responsibilities and duties in a proper and effective manner. During the reporting period, the following training, seminar and workshops were arranged.



iv. Child and Adult Education:

AHDO feels education is the main and important factor for all development activities and education gets top priority in every case of development affairs. AHDO educates the targeted women in different ways to raise their level of understanding before starting any project activities and to eradicate illiteracy. To this end, AHDO emphasise adult education and child education programs.



v. Women Development:

Half of the population of the country is female. But most of them are illiterate, socially less conscious, malnourished, poor and deprived by traditional cultural norms. The women enjoy less status compare to men. The discrimination starts at birth and continues up to death. They are the victims of social diseases like divorce, abandoned, husband separation, polygamy, dowry early marriage, and torturing. Moreover being a traditional segregated society, women are often denied to access to many opportunities. The endemic poverty, wide spread malnutrition, illiteracy and deprivation of socio-economic rights are common in the society. AHDO develop strategy to integrate women issues into its on going activities rather than tackling it as a segregate issue. Following points reflect in the women development such as group formation, human and skill development training, credit and other programs.



vi. Primary Health Care:

To develop a healthy community in the operation area AHDO has been implementing primary health, Nutrition, and Family Welfare motivation and education activities. The staff members of the organisation educate and motivate the group members on nutrition, water & sanitation, EPI, Family Planning, HIV/AIDs-STD, Arsenic Awareness Raising through group meetings, personnel contact, and house-to-house visits.

vii. Social A forestation Program: To prevent environmental degradation AHDO has been implementing different kind of programs in the operational areas. Social a forestation program is one of them. AHDO has been implementing social a forestation in the all project areas intensively and extensively. The main components of this program are: Nursery development for production of saplings and supply, Homestead based plantation, Community based plantation and kitchen gardening.



viii. Legal Aid Education: The rural and urban people are not conscious at all about their legal rights, legal laws etc. So, they become victims and cheated by the Matabbars and touts being misguided. AHDO has been educating targeted people on legal education, arrange workshops and rallies on legal rights, women's rights, arrange mediation meetings with the conflict creator and also provides legal supports to the poor victims.

ix. Handicrafts works: AHDO has been working on rural and urban handicrafts development for the poor women to create employment and income earning opportunities for their rehabilitation. Mainly Nakshi Kantha, basket, bags, purse, stitching shares, wall mats, table mats etc. are prepared by the poor women through providing training and then those products are sold in the markets.



x. Disable People Development: Disability development is one of the most important and on going program of AHDO and it has been continuing disability development program successfully and effectively. AHDO believes that one tenth of the total ongoing beneficiaries are disabling at any way, some of them are identified and most of them are not. AHDO want to identified and involve them every corner and every activities in the organization.

xi. Folk Culture Program: For creating mass awareness on different subjects like human rights, women's rights, child's rights, voter education, disability development, water and sanitation, national culture development etc. and to provide practical and effective education to the mass people, AHDO has been working on folk culture, because, people are very much interested for these cultural functions in the rural areas. So, AHDO arranges folk song, popular theatres, on the above-mentioned subjects, where people get practical education and adopt in their daily lives for their own development.



xii. Disaster Preparedness and Management: The organisation undertakes relief and rehabilitation programs to help the poor affected people at the time of disasters. There are some trained volunteers and staff for this purpose. Last year no remarkable disaster has hit the area.

14: Future Plans of AHDO: Intensification and extension of on going programmers towards sustainability and need-based programmers for comprehensive development of less fortunate and powerless people. Emphasis will be given on the following program in future.

- (a) Poverty Alleviation through creating self employment opportunities;
- (b) Establishment of Women and children rights.
- (c) Rural micro-credit support for Social a forestation, Fishery, poultry and livestock development program.
- (d) Establishment of Primary Health Care support;
- (e) Environmental preservation.

15: Executive & Management: According to the approved constitution a general body elects the Executive Committee (EC) for two years term. AHDO governed by an EC consist of seven (07) dedicated social workers as members headed by Chairman and under dynamic leadership of Executive Director. All policy matters and certain technical business are concerns of the EC and one of the main functions is appointment of Executive Director (ED). The Executive Director recruits all other staffs. He is responsible to the Executive Committee while all other staff are responsible to ED. Basic unit in AHDO's operation is Branch which managed by the Unit Manager. Coordinator is the supervisor of all activities. At the field level there is Field Organizer who carries out activities of the field. Decision making process generally lies with top management personnel however; the organization tries to encourage participation of staff and community people in decision-making. The organization staff members has been implementing different projects and program adopting an integrated approach with special emphasis on disadvantaged women, children and unemployed youths.

There is a general body consisting 21 members. Yearly they sit together to discuss their on going activities & prepare future plan. There is also an Executive Committee consisting 07 members formed through regular election every after 02 years interval of the AHDO according to the provision of the constitution duly approved by the Directorate of Social Services. Executive body sits together in each week as their weekly meeting and also organizes monthly meeting regularly. But to meet any emergency events, executive committee sits together with the general body as and when required. The following are the members of the Executive Committee:

#	Position hold	No. of Post
01	Chairman	01
02	Vice-Chairman	01
03	Secretary/Executive Director	01
04	Joint Secretary	01
05	Treasurer	01
06	Executive Me member	02

15: Supervision, Monitoring & evaluation system:

Supervision: Supervision is the close look to the activity implementation, its procedure and output. Monitoring identifies the lacking or deviation of activity, analyzes the objectives and expected output. Supervision

ensures the performance and timely completion of the planned activity. While monitoring ensure the quality of the services provided.

As an NGO, AHDO has been working with the rural people and lending micro finance to the beneficiaries and has been implemented several projects successfully, which was possible for adopting strong supervision and monitoring. In agriculture development activities strong check and balance through qualified and experienced staffs are ensured. AHDO designed the project in such a way that every staff is to be liable for his/her performance in the project.

Monitoring

Monitoring is done in two ways, performance monitoring and progress monitoring. There will be no compromise with the quality of the project services say group formation and graduation, adoption of production packages and development of small enterprises by the members of the group. The progress in fulfilling the yearly target of the work will also be monitored in each and every month. AHDO used to performance monitoring by the pre-designed format. The format is always helpful in collecting unified information from all concerned. For monitoring of all programming activities AHDO also develop its own monitoring format based on the nature of the work. Field Supervisors in association with the concerned unit officers perform the job with the help of the top management and experts.

The project staffs also cooperate with Executive body for developing the monitoring format for overall performance and progress monitoring and duly filled it up and send to the concern authority in time. For the purpose of project services the following activities are taken into consideration under performance monitoring. There will be mechanism of on the spot verification of activities in relation to the objectives by the field supervisors and regular monthly supervision by the senior officials of the organization. Wherever applicable the progress monitoring be duly done.

Monitoring Systems of AHDO: A central monitoring cell established by the organization to perform better monitoring and respond to the project activities in respect progress data. Field Supervisors are stationed at the Head office of the organization. There will be step-by-step monitoring systems and activities of the staff will also be monitored for improving their performance and efficiency. The monitoring of the project activities will be monitored in the following way:

- a. The Field Supervisors will have monthly visit schedule to the project area to observe the activities done as planned.
- b. In monthly conference of the project staff, project reports of the concern sections will be analyzed and identify the problems and success.
- c. Checklist of daily job list of each of the field staff will be monitored everyday by the unit officers.
- d. Any negligence in work schedule of General Facilitators will be punishable.
- e. There will appreciated rewards for successful completion of work schedule for the staff.

Evaluation: Evaluations of projection implementation virtually quantify the deviation if any from the plan of work. How far the target of proposed activities or goal of the project has been achieved. If there is major or minor variation of objective achieving means of the targeted works evaluation is a tool, which also identify these. It helps in future planning of activity and reduction errors.

Impact evaluation is the major task to be done during evaluation process. The activities like group formation, credit management, design and implementation of training program for the beneficiaries as well as for the project staff would also be evaluated to assess whether those serving the purpose or not.

As such during project implementation Action for Human Development Organization AHDO follows both short and long term evaluation activity. The track of project activities will be evaluated for rectification once in each of the six months by the AHDO. While the impact of the project to the livelihood of the beneficiaries will be evaluated by AHDO once in every year.

Evaluation of the project activities also done under routine activities by the M & E cell of AHDO and all staff are fully cooperative in this respect. Form the project side; there is a mid-term review to determine the initial impact of the project, to be used to modify implementation and operational activities and systems.

Final evaluations at the end of the year are done to determine the overall impacts on the target group and draw lesson for the design of future projects.

15. **Present Staff Position:** - AHDO implementing its programming activities with a rationale number of well-trained staffs.

#	Designation	No. of employees		Total
		Male	Female	
01	Executive Director	01	00	01
02	Credit Coordinator	01	00	01
03	Monitoring Officer	00	01	01
04	Office Manager	00	01	01
05	Branch Manager	05	02	07
06	Supervisor	02	00	02
07	Auditor	01	00	01
08	I.T. Officer	01	00	01
09	Accountant	07	00	04
10	Accountant(HO)	01	00	01
11	Field Officer	33	00	33
12	Programme Officer	01	00	01
13	Union Coordinator	01	00	01
14	Health Assistant	02	00	02
15	Social Development Officer	01	00	01
16	House Hold Development officer	01	00	01
17	Supervisor (Education)	01	00	01
18	MIS Officer	01	00	01
19	Teacher	00	40	10
20	Nurse	00	19	19
21	Office support staff/Peon	02	00	02
22	Aya/Cook	00	01	01
Total		62	64	126

- 16: Financial Management:** For the smooth functioning of the project activities, Action for Human Development Organization AHDO has been maintaining two kinds of bank accounts i.e. Savings Accounts and Current account. All sorts of Bank Accounts have been maintaining with joint signatory system. The authorized signatory powered personnel of the accounts are the Jointly operated by Chairman, Executive Director and Vice Chairman., but the signature of the Executive Director is must. All sorts of vouchers or advances are to place in the Executive committee meeting and according to the approval of the meeting; money is withdrawn from the Bank accounts by the signature of any of the two personnel. At the end of the financial year the internal audit committee check the Book of accounts.

Name of Bank	Address	Accounts No.	Operator/Signatory
Dutch Bangla Bank Ltd.	Kushtia	168.120.1473 Action for Human Development Organization (AHDO)	Jointly operated by Chairman, Executive Director and Vice Chairman.

- 17: Logistics and Facilities etc:** AHDO has an owned training room. 30 participants can easily attend in the session. All the rooms are well decorated with seating arrangement. Flip Charts on various interventions such as Health, IGA, Water and Sanitation are also available. TV & VCP can be also use as training material.

List of logistics of AHDO

*	Computer	:	12
*	Printer	:	03
*	No. of File Cabinet	:	07
*	No. of Almirrah	:	17 (Steel)
*	No. of Motor cycle	:	06
*	Table	:	73
*	Chair	:	101
*	Ceiling fan	:	56
*	White Board	:	30
*	Photo Copier	:	01
*	Micro Bus	:	01
*	Office Land	:	01 Acores

18: Present Source of Funds:

- Income from Sanitary Latrine Project;
- Donation/subscription of the AHDO General Committee members;
- Subscription of EC members;
- PKSF Fund for credit program,
- PKSF Fund for ENRICH (Health & Education) program,
- BRAC for Non Formal Primary Education,
- CDD for Disabled development;
- NFOWD for Disabled development,
- BSAF for establishment of Child rights &
- STI/AIDS for social mobilization,
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Conclusion:

In spite of remaining lot of problems and limitations, Action for Human Development Organization AHDO has been implementing of it various development activities with the sincere cooperation of the staff, volunteers, and Executive Committee members. The present donors have played a very important role in the implementation of the activities through providing generous financial supports. We are grateful and thankful to them and anticipate continuous cooperation for our effective activities. We do hope, if more donors support us, we could be able to cover more targeted people and help in their socio-economic enhancement and empowerment. We cordially anticipate all sorts of moral and financial supports from all concerns for our development activities.

For more information please contact:

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