

## Human Resource of Capital Market Stabilization Fund (CMSF)

Overall Administrative Operation of CMSF including the employee management of the Fund is overseen using the HR Policy and Procedures Manual of CMSF approved by the 60<sup>th</sup> Board of Governors (BOG) meeting of CMSF on 30 April 2024. This Manual serves as the guiding framework for ensuring compliance with organizational policies and effective human resource management across the Fund.

### *Department-wise Organizational Structure*

Operation Department						
<b>Responsibility:</b> Dividend and other Fund Collection from the Issuers; Investor Claim Settlement; Communication with the Issuers, Investors, and Regulators; Providing loan to Market Intermediaries; Research on upcoming Operational Tasks – Direct Buying and Selling, Securities Lending and Borrowing.						
Sl.	Name	Designation	Email	Date of Joining	Employment Status	Responsibilities
1.	Md. Wasi Azam	Additional Director	wasi.azam@cmsfbd.org	1-Sep-2022	Permanent	Overseeing overall operation, communication with issuers & investors
2.	Kaniz Fatema Samiya Haque	Assistant Director	kaniz.samiya@cmsfbd.org	23-Dec-2021	Permanent	Cash claim settlement & data management
3.	Labib Al Mahdi	Officer	labib.mahdi@cmsfbd.org	2-Jul-2023	Permanent	Portfolio & Unclaimed Dividend Management, Regulatory Reporting
4.	Sibgat Bin Faruque	Officer	sibgat.faruque@cmsfbd.org	1-Aug-2023	Permanent	Maintaining communication with the stakeholders and documentation
5.	Rangchakti Tripura	Officer	rangchakti.tripura@cmsfbd.org	1-Jul-2024	On Probation	Stock claim settlement
6.	Mahbubul Haque	Officer	mahbubul.haque@cmsfbd.org	1-Jul-2024	On Probation	Beximco Synthetics claim settlement

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7.	Moriam Akter	Officer (Front Desk)	lstopservice@cmsfbd.org	1-Feb-2023	Contractual	Front desk & one stop service management
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### Accounts & Finance Department

**Responsibility:** Managing CMSF's Financial records; Preparing Annual Budgets and Financial reports; Ensuring proper fund allocation and disbursement; Processing payments for Investor Claims; Coordinating Audits and ensuring Regulatory Compliance with Financial policies; Managing Fund investments and liquidity for operational tasks.

Sl.	Name	Designation	Email	Date of Joining	Employment Status	Responsibilities
1.	Syed Sadek Hussain	Joint Director	syed.sadek@cmsfbd.org	10-Oct-2022	Permanent	Overseeing overall accounts & financial operation
2.	Md. Raihain Kawshaik	Officer	raihain.kawshaik@cmsfbd.org	9-Jan-2023	Permanent	Issuing notes, voucher posting & recordkeeping
3.	Md. Shamim Hossain	Officer	shamim.hossain@cmsfbd.org	19-Jun-2024	On Probation	Issuing notes, voucher posting & recordkeeping

### Internal Audit Department

**Responsibility:** Conducting Internal Audits of Fund management and Financial operations; Ensuring compliance with Regulatory and Internal policies; Evaluating internal controls and risk management processes; Verifying accuracy of Financial reports and transactions; Coordinating Issuer company audit; Reporting audit findings to the Board and recommending corrective actions.

Sl.	Name	Designation	Email	Date of Joining	Employment Status	Responsibilities
1.	Md. Shohaq Khalifa	Joint Director	md.shohaq@cmsfbd.org	2-Oct-2022	Permanent	Overseeing overall Internal Audit & Issuer companies audit
2.	Md. Habibullah Bahar Khan	Officer	habibullah.bahar@cmsfbd.org	3-Jun-2024	On Probation	Audit support and coordination, compliance Reporting, Dividend settlement review and scrutiny
3.	Md. Shahriar Mahmud	Officer	shahriar.mahmud@cmsfbd.org	1-Jul-2024	On Probation	Internal Control Evaluation, Reviewing reliability of financial Reporting, vouchering

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ICT Department						
<b>Responsibility:</b> Managing and maintaining CMSF's IT infrastructure; Ensuring Data Security and Integrity; Developing and implementing digital solutions for Fund management; Providing IT support to internal departments; Researching and integrating advanced technologies for operational efficiency and automation.						
Sl.	Name	Designation	Email	Date of Joining	Employment Status	Responsibilities
1.	Md. Sadad Bin Anwar	Joint Director	sadad.anwar@cmsfbd.org	9-Mar-2023	Permanent	Overseeing the department activities (additional responsibility)
2.	Md. Abdul Halim	Assistant Director	abdul.halim@cmsfbd.org	13-Feb-2022	Permanent	Backend, Frontend, DevOps, IT Infrastructure
3.	Tanvir Anjum Labir	Officer	tanvir.labir@cmsfbd.org	1-Jul-2024	On Probation	UI/UX, Frontend, QA
4.	Md Emrul Hasan Emon	Officer	emrul.emon@cmsfbd.org	1-Jul-2024	On Probation	Backend, Network, IT Support, QA

HR, Admin, Legal & Board Affairs Department						
<b>Responsibility:</b> Recruitment, Training, and Employee Management; Overseeing Administrative Operations and compliance with HR policies; Managing Legal Affairs, including contract reviews and Regulatory Compliance; Facilitating communication with regulators, issuers, and investors; Supporting Board Meetings and documentation; Researching on policy development and legal implications for operational tasks.						
Sl.	Name	Designation	Email	Date of Joining	Employment Status	Responsibilities
1.	Md. Sadad Bin Anwar	Joint Director	sadad.anwar@cmsfbd.org	9-Mar-2023	Permanent	Overseeing the department activities
2.	Armina Hossain	Assistant Director (HR)	armina.hossain@cmsfbd.org	1-Feb-2022	Permanent	HR & Board Affairs activities, Reporting & documentation,

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3.	Md. Abdullah Al Mamun	Assistant Director (Legal)	mamun.abdullah@cmsfbd.org	3-Sep-2023	Permanent	Claim settlement docs verification, admin activities, additionally attached with operation dept.
4.	Mahmudul Islam	Assistant Director (MIS)	mahmudul.islam@cmsfbd.org	2-May-2024	On Probation	Dashboards, process automation, Reporting & documentation, Board Affairs
5.	Sumon Halder	Officer (PO to COO)	sumon.halder@cmsfbd.org	2-Jul-2023	Permanent	BSEC Reporting & assistance to the COO, additionally attached with admin related duties

#### *Summary of the Manpower*

Permanent Employees	12
Employees on Probation	8
Contractual Employees	1
<b>Total</b>	<b>21</b>