

Md. Alamgir Kabir Razzaki

Assistant Professor of English, University of Development Alternative, Dhaka

**PhD Scholar (Education), IUKL,
Malaysia**

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Kaderabad Housing, Mohammadpur, Dhaka

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Profile:

Interested in joining a vibrant organization that offers opportunity to explore and growth of intellectual pursuit; possesses thirteen (13) years' work experience in the development and education sectors of Bangladesh. During the last thirteen years I have worked with school, college, universities, research and language institutions & NGOs.

Experience:

- **Assistant professor**

Department of English

University Of Development Alternative, Dhanmondi, Dhaka

Since September 02, 2017

Job responsibilities: Instructed Honors & Masters level students-

- Taking English literature courses and especially the Linguistics & ELT based courses
- Developing materials and preparing lecture papers
- Supervising students regarding their assignments & thesis papers

- **Consultant: Training & Material Development**

Matrix International School

Rajfulbaria, Savar

Since September 2017

- **Senior Coordinator: Teacher Development**

English in Action (EIA) Project

Cambridge Education, a member of BMB Mott MacDonald

April 01, 2017 – August 31, 2017

Following all the responsibilities mentioned below:

Job Place: All the upazilas of Rangpur Division

- Planning and facilitating workshops and events for Teachers and Teacher Facilitators (Teacher Trainers)
- Providing on-going support to the Education Officers and other relevant local stakeholders and Teacher Facilitators (TFs), including face-to-face and distance (phone and SMS) support.
- Contributing to the on-going development of teacher professional development activities and materials
- Coordinating project activities with all relevant stakeholders (division, district, upazila levels) to support them
- Ensuring Quality Monitoring and Assurance process in collecting and analyzing feedback from relevant stakeholders in the field

- Sharing/Disseminating advocacy messages with the key stakeholders on a regular basis
 - Work closely with relevant training institutes to promote EIA's techniques and approaches
 - Writing report of on-going activities

- **Coordinator: Teacher Development**
 English in Action (EIA) Project
 Cambridge Education, a member of BMB Mott MacDonald
 May 17, 2015 – March 31, 2017

- **Assistant professor**
 Department of English
 University Of Development Alternative, Dhanmondi, Dhaka
 October 01, 2014- May 16, 2015

- **Adjunct Faculty** (September, 2011- September, 2014)
 International Islamic University Chittagong, Dhaka Campus

- Job responsibilities:** Instructed the Honors level students in the following courses-
 - English Remedial Courses- Listening Skill, Speaking Skill, Reading Skill, Writing Skill
 - Preparing required materials

- **Senior Lecturer** (September11, 2011- September 30, 2014)
 Department Of English
 University Of Development Alternative

- Job Responsibilities:** Instructed the Honors level students
 - Taking English literature and Linguistics courses
 - Developing materials and preparing lecture papers

- **Lecturer** (January 01, 2009 - September 10, 2011)
 Department of English
 University of Development Alternative

- Job Responsibilities:** Instructed the Honors level student
 - Taking English literature and Linguistics courses
 - Developing materials and preparing lecture papers

- **Lecturer** (15 August 2007 to December 31, 2008)
 College Of Development Alternative
 Dhaka, Bangladesh

- Job Responsibilities:** Instructed the Primary, Secondary & Higher Secondary level students

- **Writer and Translator** (August 2007 to December 2008)
Centre for Research & Development, CEFAD Foundation, Dhaka, Bangladesh

Job Responsibilities: Worked as a translator and contributed in the writing of English Foundation Grammar Book which is taught in the undergraduate program. Worked with academicians and research groups that included faculty, researchers to identify and locate primary and secondary document for research.

- **Worked as Instructor** of English spoken Course
Maxwell Stamp, Dhanmondi, Dhaka, Bangladesh

Scholastic records:

Degree	Institution/Board	Year completed	Result
• PhD in Education	Infrastructure University Kuala Lumpur (IUKL), Malaysia	On going	
• M.A. in English (Applied Linguistics & ELT)	State University of Bangladesh	2008	CGPA: 3.30 (on a 4.00 point scale)
• M.A. in English (Language & Literature)	Darul Ihsan University	2006	CGPA: 3.13 (on a 4.00 point scale)
• B.A. (Hon's) in English (Language & Literature)	Darul Ihsan University	2005	CGPA: 3.00 (on a 4.00 point scale)
• Higher Secondary Certificate Examination	Dhaka Board	2001	1 st Division (Science)
• Secondary School Certificate Examination	Dhaka Board	1999	1 st Division (Science)

Professional Development:

- Presented a seminar paper titled “Learners expectations of learning in classroom” at the Dept of English, University of Development Alternative (UODA)
- Took a session on the topic “English for Communication & Outsourcing” at Creative IT, Momtaz Plaza, House # 7 (4th Floor) Road # 4, Dhanmondi, Dhaka
- Received ToT
- Received training on Project Cycle management
- Received training on Report writing
- Attended workshop on “Material writing & Session planning”
- Attended workshop on “Developing Facilitation Skills”
- Attended workshop on “ELT Methods/Techniques”
- Successfully completed 02 (Two) months course on “Content Writing” from Coder Trust Bangladesh, Dhanmondi, Dhaka

Skills & Activities

Computer Skills: Operating System: Windows 98, 2000, XP. Microsoft office: Microsoft Word, Excel and power point

Language Skill: Fluent in Bengali & English

Field of Interest: Applied Linguistics and ELT

Hobbies: I like traveling. My other interests are – Reading on various subjects & writing poetry, listening to music & watching movies, entertaining friends.

Father's Name	:	Md. Humayun Kabir
Mother's Name	:	Mrs. Fatema Kabir
Permanent Address	:	Village – Ai-Char-Char Post – Batakandi, District - Comilla
Religion	:	Islam
Nationality	:	Bangladeshi
Date of Birth	:	25 September, 1984
Marital Status	:	Married

AHM Shahid Shams

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Department of English
University of Development Alternative (UODA)
Dhanmondi, Dhaka
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Dr Mohammad Ali Azgor Talukder

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Department of English
BGMEA University of Fashion and Technology (BUFT)
Ex-Associate Professor, Department of English, Northern University Bangladesh
Ex-Lecturer, Department of English, Darul Ihsan University, Bangladesh (BUFT)
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