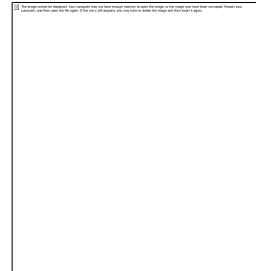


Applied For: **Wordpress Developer**

Last Updated : **September 11, 2016**

MD. ANISUR RAHMAN

Address: Md. Anisur Rahman, Vill: Dakshin Dhaldanga ,Post: Shilkhuri,Upazilla:
Bhurungamari, Dist: Kurigram.
Mobile : 01706773687
email:anis76.friendship@gmail.com, anisur@friendship-bd.org



Career Objective:

To make a challenging and time –be fitting career in any educational institution or commercial farm that supplies acclaimed progressiveness for sincerity, prudence, far-sightness, commitment and hard work solving competitive and dynamic problems .

Career Summary:

Career is introduced as teacher of FIVDB School from 2000 - 2003, Promoted in to Supervisor and continued 2003 - 2005 . Joined in Friendship as Project Manager of Education Project and continued 2005 - 2010. Leave friendship and Joined As MDG Planning and Development officer of UNDP and continued 2010-2011 . Back to Friendship again in the same position and continued 2011 to 2015.

Special Qualification:

Have a good command in English and Bangla . English speaking and writing skill is excellent. Having LLB Degree and passed the Teachers registration exam (Lecturer) A good performer in conducting of all training , seminars of Education Program.

Employment History:

Total Year of Experience : 15.6 Year(s)

1. Project Manager (Friendship Education Program) (July 16, 2011 - September 30, 2015)

Friendship

Company Location : Baridhara, Dhaka.

Department: Education

Duties/Responsibilities:

As a project Manager of Education Project I am responsible to provide leadership to be handled the team consisting of 100 staff of Teachers, Supervisor, Project Officer and Assistant Project Manager. To ensure quality education, moderating method and curriculum, developing staff; having creativity and innovative idea to be applied in proper time on the basis of need as well as enhancing the overall program to meet up the Organizations aims.

To be implemented a long term plan to be reduced the illiteracy throughout the underprivileged community I am responsible to provide for scheduling and facilitating to organize Adult , male, Female and Adolescent group for completed successfully of 8 months Adult Literacy Course every year .

Basic Responsibilities:

1. Eye Survey
2. PRA
3. Preparing PRA Report.

4. Child surveys.
5. Land and teacher search.
6. Child Enrollment.
7. Formation of Adhoc Committee.
8. Formation of SMC.
9. Land Registration.
10. School Opening.

Administrative & Programmatic Responsibility:

1. Preparing Yearly Work plan
 2. Preparing Monthly Work plan
 3. Preparing Action plan
 - 4.. Preparing Monthly Report
 5. Conducting Monthly Reporting Meeting
 - 6.. Conducting Quarterly internal Meeting
 7. Conducting Monthly Follow up Training
 8. Conducting Monthly Teachers Meeting
 9. Conducting Teachers Orientation
 10. Conducting SMC Training
 11. Attending Monthly coordination meeting
 - 12.. Making Yearly & Quarterly Budget
 13. Preparing Monthly Fund requisition
 14. Making Education Materials Demand for all zones
 15. Maintaining Materials Register
 16. Maintaining School fund Register
- Monitoring Supervision & Operational
1. School Visit
 2. Learners Home visit
 3. Monitoring the supervisors regular School Visit
 4. Follow up the supervisors school visit observation report
 5. To ensure active learning method over the schools.
 6. To ensure proper materials using to the classes.
 7. Providing practical support & feedback for the Teachers & Supervisors.
 8. Assess the learners progress
 9. Check up the Teachers Lesson plan
 10. Check up the learners monthly assessment documents
 11. Check up the Materials register
 12. Check up the School fund register
 13. Check up the Child admission register
 - 14 . To ensure the proper material using to the class.
 - 15 To ensure the SMC (School Management Committee) meeting. GM (Guardian Meeting) AGM (Annual Guardian Meeting) MC (Mother Conference).

2. **MDG Planning and Development Officer (July 4, 2010 - July 7, 2011)**

UNDP

Company Location : Dhaka
Department: Planning and Development

Duties/Responsibilities:

The personnel of the post is responsible to apply MDGs policy at Upazila level following the MDG targets on prevailing the local Govt. to achieve the MDG goals.

3. **Project Manager (August 6, 2005 - June 30, 2010)**

Friendship

Company Location : Dhaka
Department: Education

Duties/Responsibilities:

Same as Previous Responsibilities

4. School Supervisor (December 1, 2003 - July 18, 2005)

FIVDB

Company Location : Sylhet

Department: Education

Duties/Responsibilities:

Duties/Responsibilities:

1. Eye survey. 2. Preparing PRA Report. 3. Child surveys. 4. Land and teacher search. 5. Child Enrollment. 6. Formation of Adhoc Committee. 7. Formation of SMC. 8. Land Registration. 9. School Opening. 10. Preparing Monthly Work plan 11. Preparing Action plan 12. Preparing Monthly Report 13. School Visit 14. Learners Home visit 15. Check up the Teachers Lesson plan 16. Check up the learners monthly assessment documents

5. Teacher (February 8, 2000 - November 30, 2003)

FIVDB

Company Location : Sylhet

Department: Education

Duties/Responsibilities:

1. Preparing Weekly Lesson Plan 2. Class conducting; 3. Ensure active learning method; 4. Ensure proper material using; 5. Record keeping; 6. Monthly and yearly Evaluation; 7. Preparing year plan; 8. Arrange SMC meeting; 9. Participate in Training & meeting 10. Learners' Home Visit

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
NTRCA	English	Ministry of Education		2013	1	Teachership Qualification
Master of Arts	English	National University	Second Class, Marks :48%	2012	2 years	Have a good language command in speaking and writing
LLB Final	Law	Kurigram Law College	Third Class, Marks :43%	2016	2 Years	Having knowledge in civil & criminal law
Bachelor of Social Science (Pass course).	Social Science	National University	Second Class, Marks :51%	2003	2 Years	Achieved the good quality to become a ideal citizen
HSC	Arts	Rajshahi Education Board	Second Division, Marks :56%	1993	2 Years	Having qualified to achieve the next higher degree.
SSC	Arts	Rajshahi Education Board	First Division, Marks :61%	1991	2 Years	Having qualified and get prepared myself to achieve the next degree

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
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Tr & Sup Basic, TOT, Management, SMC, Computer, English, M&E & TOT		FIVDB, Friendship, Brotoch ari Bangladesh, UNDP, BRAC- CDM, TDI.	Bangladesh	Sylhet, Gaibandha, Kurigram, Tangail, Gazipur.	2010	86 days
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Professional Qualification:

Certification	Institute	Location	From	To
Bachelor in Law	Kurigram Law College	Kurigram.	May 12, 2015	August 9, 2015

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 25,000
 Preferred Job Category : NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : NGO

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Education • Social Advancement • English (Language) • English (Literature) • Management 	Having dynamic skill to holding and leading the program smart and smoothly under any pressure. High command in English speaking and writing of anything. Expert in computer operating in performing programmatic work. Sound in writing case study, report writing and mailing letter.

Extra Curricular Activities:

Having Extraordinary quality to make the training environment enjoyable. Having Knowledge in creativity and other intelligence to make the lesson easier. expert in composing song, rhymes etc.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High

Personal Details :

Father's Name : Late. Monir Uddin
 Mother's Name : Mrs. Morium Begum
 Date of Birth : July 8, 1976
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Dakshin Dhaldanga ,Post: Shilkhuri, Upazilla: Bhurungamari, Dist: Kurigram.

Current Location : Kurigram

Reference (s):

Name : Md. Monir Hossen
Organization : Friendship
Designation : Assistant Director(Field Operation)
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North Road, Kalachandpur Dhaka.
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EMail : munir@friendship-bd.org
Relation : Professional