

Last Updated : **January 2, 2019**

MD. IMRAN ALI

Address: 991, Ahad Monjil, Khalikapur, Patuakhali Municipality,
Patuakhali., Rampura, Dhaka
Home Phone: 01558040080
Office Phone :01677703447
Mobile : 01746667773
email:imran111333@gmail.com, m.i.ali15385@gmail.com



Career Objective:

To have a Prospective Position in any National or international Organization to enjoy challenging & competitive environment in any field and To establish myself . Determine to serve the organization efficiently to fulfill its optimum expectation.

Career Summary:

I have obtained Honorâs & Masterâs degree in Sociology & Social Works. I am working in SDF as a District Officer Monitoring Evaluation & Learning (ME&L) from 15th March/12 to till now. I have been working in different institutions from 10 years, during this period I gather knowledge about Project Management, ME&L, Financial Management, Capacity Development, Environmental Safeguard and Social Consideration. I think about my experience I can provide service any organization with satisfy

Special Qualification:

I am lot of strong to Leadership, Quick Decision Making, Ability to Work under Pressure, Negotiation, Public Relation, Time Management, Presentation, Persuasion, Self driven, Team Work. Able to plan, budget, concept paper, training manual.

Employment History:

Total Year of Experience : 13.9 Year(s)

1. Upazila Development Facilitator (UDF) (October 1, 2018 - Continuing)

Local Government Division(LGD)

Company Location : Room No. 509, NILG Bhaban, 29, Sher-e-Bangla Nagar, Agargaon, Dhaka-1207.

Department: Programe

Duties/Responsibilities:

- * Monitoring to Implementation of Five yer plan.
- * Help to Capacity-building of Upazila Parisad Staff.
- * Help to Prepared Project Proposal for UP.
- * Reporting Monthly for Project.
- * Help to adjust Budget and Cost.
- * Help to Project Implementation assign by LGD Time to time.

2. District Officer Monitoring Evaluation & Learning (ME&L) (January 1, 2013 - September 30, 2018)

Social Development Foundation (SDF)

Company Location : Bangladesh

Department: Monitoring

Duties/Responsibilities:

- Develop and Update Monitoring Tools, MIS, ME&L form and reporting tools
- Monitoring the Project achievement.
- Communicate with the Donor regarding monitoring reports.
- Prepare yearly and monthly monitoring plan and Budget according project goal.
- Prepare material for publication of the results & achievements of project activities through the media,
- Submission in various seminar & conference, reports & audio-visual presentations.
- Face to field visit by World Bank or other donor Party.
- Compile report within the Schedule.
- Support Project to develop any additional monitoring tools.
- Operational knowledge of training to the beneficiaries, preferably related to IGA.
- Collect development report from various field levels
- Make work schedule for the field at morning.
- Support Project to develop Module with the organization.
- Write analytical reports & case stories.
- Training the use of MIS & Monitoring for Data Entry operator.
- Preparation of Modules on Human Rights & Gender issues to train the beneficiaries.
- Maintain and approve the history of EL, CL, PL, and ML.
- Training & Promote of beneficiaries disaster equipment and disaster preparedness tools.
- Supervise & monitor the activities of particular IGA training.

3. **DO(MIS) Cum Executive IT Officer (Monitoring Division) (March 15, 2012 - December 31, 2012)**

Social Development Foundation (SDF)

Company Location : Patuakhali, Bangladesh

Department: Monitoring Division

Duties/Responsibilities:

- Develop and Update MIS, ME&L form and reporting tools
- Entry various data into MIS system & Validate MIS data.
- Ensure the IT support like Hardware, Software, Internet, E-mail Etc.
- Handle e-mail, internet, LAN, WAN networking etc.
- Troubleshoot basic problem of computer
- Communicate with the Donor regarding monitoring reports.
- Prepare yearly and monthly Budget and plan. Maintain the history of EL, CL, PL and ML
- HR and Admin related work like, Staff database, staff assessment and yearly increment.
- Generate various report based on requirement, Compose official document
- Print various document from MIS system (Ex: word, Excel, Access etc)
- Ensure smooth usages of IT activities & Report to higher authority.
- Other assignment by the team leader.
- Maintain computer equipment (scanner, CPU, Modem, UPS, and Monitor etc).

4. **Communication & Documentation officer (A&CD) (September 1, 2009 - March 14, 2012)**

Barrister Asaduzzaman & Associates

Company Location : 166 S/N Sarani, Palton, Dhaka

Department: Administrative

Duties/Responsibilities:

- Communication & contract with Clint, Negotiate with Clint.
- HR and Admin related work like, Staff database, staff assessment, and yearly increment.
- Check and Advice about Human Right. Do Work Admin & Monitoring related
- Check the papers of land and make opinion of land for the banking parties.
- Proper delivery the work As a Legal Advisor of ten Bank & Company.
- Vetting and Filling any new file. Preparation of Handouts/Modules on Human Rights.
- Prepared Legal Opinion, mortgage, power, undertaking, affidavit, HPSM, redemption etc
- Prepared the documents like; memorandum, cancellation, deed & other documents.
- Collect and maintain Documentation. Prepared draft of Civil or Criminal Suit.
- Prepared and supply salary fuel bill and TA/DA bill & Payment of all staff.
- Advice to the people in virtuous cases like; civil, criminal, land purpose family crime.
- Submit suit in court like; civil, criminal, addicted crime, money suit etc.
- Check and Advice about Human Right.
- Proper delivery the work As a Legal Advisor of those Bank & Company :-(i) Islami Bank Bangladesh Ltd. (ii) Al-Arafah Islami Bank Limited. (iii) Shajalal Islami Bank Ltd. (iv) Incepta Pharmaceuticals Limited etc.

5. Assistant District Coordinator (December 1, 2007 - December 31, 2009)**Eco-Social Development Organization (ESDO)**

Company Location : Thakurgow, Bangladesh

Department: Head office

Duties/Responsibilities:

- Formulate policy guide lines to empower Staff and community.
- IGA & Gender related activities in ESDO.
- HR & Admin Related works. Various Administrative Works.
- Collect Prepared the development report every day from various field levels.
- Prepare material for publication of the achievements of project activities through the media.
- Submission in various seminar & conference, reports and visual presentations etc.
- Preparation of annual plan, budget concept paper training manual and different reports.
- Process of institutional capacity development and community empowerment
- Entry various data and make report for the UNDP.
- Make work schedule for the field at morning.

6. Project Facilitator (April 1, 2005 - October 30, 2007)

Lalu Panchait Foundation (LPF).

Company Location : Patuakhali

Department: Programme

Duties/Responsibilities:

- ☐☐☐ Identify Beneficiary. Make Group. Monitor water quality, Maintain good records/data,
- ☐☐☐ Understand the natural environment and Handle organisms.
- ☐☐☐ Keep accurate records in the field, Possess seamanship skills with small boats,
- ☐☐☐ Conduct proper field sampling protocol, Practice good time management
- ☐☐☐ Establish linkages between the rural Women, youth, and skill development providers.
- ☐☐☐ Facilitate cluster teams for motivating unemployed youths towards skill training.
- ☐☐☐ Provide regular reports/ updates to the District Officer, Livelihood and Employment
- ☐☐☐ Any other responsibilities assign by the District Program Manager /LPF management.
- ☐☐☐ Facilitate unemployed Women and youth to identify suitable self and wage employment.
- ☐☐☐ Prepare case study on successful youths in a regular basis.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Social Science (MSS)	Sociology & Social Works	America Bangladesh University	CGPA:3.6 out of 4	2012	01 (One Year)	-
Bachelor of Social Science (BSS)	Sociology & Social Works	America Bangladesh University	CGPA:3.65 out of 4	2011	4 Year	-
Higher Diploma in Computer Science & Engineering	Computer Science	National Youth Development Training Institute (NYDTI), Dhaka, Bangladesh	CGPA:3.75 out of 4	2010	1 Year	-
HSC	Humanity	Patuakhali govt collage	CGPA:3 out of 5	2007	1 Year	-
SSC	Science	Patuakhali Govt Jubilee High School	First Division, Marks :68%	2000	1year	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
TOT Capacity Building on Nutrition awareness & Support	TOT Capacity Building on Nutrition awareness & Support	BBS, SDF	Bangladesh	Pirojpur	2017	7 Days
Training on Managerial Skill Development	Training on Managerial Skill Development	Social Development Foundation(SDF)	Bangladesh	Barisal	2015	3 Days
Communication Facilitation &Skill Development Training	Communication Facilitation &Skill Development Training	Social Development Foundation(SDF)	Bangladesh	Barisal	2015	3 Days
Training on HR, Payroll and Accounting software FIS.	Training on HR, Payroll and Accounting software FIS.	Social Development Foundation(SDF)	Bangladesh	Barisal	2014	3 Days
Training on Participatory Monitoring & Evaluation	Training on Participatory Monitoring & Evaluation	Social Development Foundation(SDF)	Bangladesh	Barisal	2014	3 Days
Advance TOT on Facilitation Skill	Advance TOT on Facilitation Skill	Social Development Foundation(SDF)	Bangladesh	Barisal	2014	3 Days
Training on Livelihood by PRA tools	Training on Livelihood by PRA tools	Social Development Foundation(SDF)	Bangladesh	Barisal	2014	3 Days
Training on HR and Admin Management	Training on HR and Admin Management	Social Development Foundation(SDF)	Bangladesh	Barisal	2014	2 Days
Training on MIS Database Operate and Maintenance	Training on MIS Database Operate and Maintenance	SDF, Barisal Regional office	Bangladesh	SDF, Barisal Regional office	2013	9 Days
Training on Participatory Monitoring & Evaluation	Training on Participatory Monitoring & Evaluation	SDF, Barisal Regional office	Bangladesh	SDF, Barisal Regional office	2012	5 Days
Community level volunteer training programme	Prevent fire, resque and primary treatment	Fire Service Sevil Diffence	Bangladehs	Dhaka	2011	3 Days
Mediation & Advocacy Skill	Mediation & Advocacy Skill	Barrister Assaduzzaman and Associate(BA&A)	Bangladesh	Dhaka	2011	3 Days
Bangla Pronunciation and English Reading Writing & Spiking	Bangla Pronunciation and English Reading Writing & Spiking	Saifur`s	Bangladesh	Dhaka	2011	9 Month
Training on Prepared Law Document	Training on Prepared Law Document	Barrister Assaduzzaman and Associate(BA&A)	Bangladesh	Dhaka	2010	10 Days
Training on Clint Management & Good Behavior	Training on Clint Management & Good Behavior	Barrister Assaduzzaman and Associate(BA&A)	Bangladesh	Dhaka	2010	3 Days
Higher Diploma in Computer Science and Engineering	Computer Opareting, Hardwair, softwair, LAN, Networking & Internet.	National Youth Development Training Institute.	Bangaldesh	Dhaka	2010	1 Year
Training on monitoring & Evaluation	Training on monitoring & Evaluation	ESDO District Office	Bangladesh	ESDO District Office, Patuakhali	2009	3 Days
Formulate policy guide lines to empower HR	Formulate policy guide lines to empower HR	Eco-Social Development Organization (ESDO)	Bangladesh	Barisal	2008	3 Days
Supervise, monitor and trainings on the particular IGA.	Supervise, monitor and trainings on the particular IGA.	Eco-Social Development Organization (ESDO)	Bangladesh	Barisal	2008	2 Days
Community Level Volunteer Training Program	Community Level Volunteer Training Program	Lalu Panchait Foundation (LPF)	Bangladesh	Patuakhali	2006	3 Days
Maintenance of Aquaculture & Create Fisheries IGA	Maintenance of Aquaculture & Create Fisheries IGA	Lalu Panchait Foundation (LPF)	Bangladesh	Patuakhali	2005	3 Days

Professional Qualification:

Certification	Institute	Location	From	To
District Officer Monitoring Evaluation & Learning (ME&L)	Social Development Foundation (SDF)	Bangladesh	January 1, 2013	December 30, 2017
DO(MIS) Cum Executive IT Officer (Monitoring Division).	Social Development Foundation (SDF)	Patuakhali, Bangladesh	March 15, 2012	December 31, 2012
Assistant District Coordinator	Eco-Social Development Organization (ESDO)	Patuakhali, Bangladesh	December 1, 2007	March 14, 2012

Career and Application Information:

Looking For : Top Level Job
Available For : Full Time
Present Salary : Tk. 65000
Expected Salary : Tk. 20,000
Preferred Job Category : General Management/Admin, NGO/Development, Data Entry/Computer Operator, Driver
Preferred District : Anywhere in Bangladesh.
Preferred Country : Japan, Saudi Arabia, United Kingdom, United States, Australia, Canada, Denmark, Finland, Kuwait, United Arab Emirates
Preferred Organization Types : Banks, Telecommunication, Training Institutes, NGO, Logistic/Courier/Air Express Companies, Multinational Companies, Public Relation Companies, Law Firm, Real Estate, Spinning, Livestock, Technical Infrastructure

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Monitoring• Management• MIS• MIS/ CIS• Admin• Administration• Administrative/ Executive• Human Resources• NGO/ Other Services• Poverty Reduction	<ul style="list-style-type: none">• Preparation of annual plan, budget, concept paper, training manual and different reports.• Understanding and some experience in human rights-based approach and advocacy.• Process of institutional capacity development and community empowerment.• Commitment to gender equality, impartiality, results orientation and poor development.• Ability to motivate and lead a multi-disciplinary team.• Constructive attitude, openness, flexibility, respect and sincerity.• Formulate policy guide lines to empower HR, IGA & Gender related activities.• Lot of skilled about ICT.

Extra Curricular Activities:

1/4 Promote IGA opportunities and training of beneficiaries. Facilitate the preparation of a comprehensive IGA training manual for the beneficiaries training and a catalogue of IGA opportunities for dissemination to the beneficiaries. 1/4 Prepare yearly and monthly Budget and plan, Develop and Update MIS, ME&L form and reporting tools. Communicate with the Donor regarding monitoring reports. Send Monitoring form to the Thana, Upazila, Cluster and village Level on a regular interval as per requirement of the project. Collect Monitoring report & Compile report within the Schedule. 1/4 Support Project to develop any additional monitoring tools. Support Project to develop Module with the organization. Write analytical reports & case stories. 1/4 Handouts/Modules on Human Rights and Gender issues to train the women of beneficiaries. Monitoring all work of Data Entry operator in Cluster level. Training the use of MIS & Monitoring for Data Entry operator. Collect the development report everyday in the eleventh hour of the day by over phone or hard copy from various (Upazila & Union) field level. 1/4 Make work schedule for the field at morning in everyday. Send the report by E-mail to the high authority. 1/4 Formulate policy guide lines to empower HR. Prepared training curriculum and Facilitated different training like Monitoring & Evaluation, PRA, Marketing, Social issue, Technical issue etc. Facilitated Leadership, Financial Management, Resource Farmers Foundation. 1/4 Supervise & monitor the activities of the trainings in the field, in particular the IGA training and the activities of IGA training specialists. Monitoring & Evaluation training for the staff and Project Participants during the Project period all staff. 1/4 Operational knowledge of training to the women at village level to Income Generating Activities (IGA). 1/4 Experience of organization development and strengthening of different committees/ forum/ federation at Upazila, Union and community level. Experience of working in partnership/collaboration with GoB Departments, Pourashava, Upazila and NGOs.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Arabic	Medium	Medium	Medium
Hindi	Medium	Medium	Medium

Personal Details :

Father"s Name : Md. Shamsul Huq
 Mother"s Name : Jara Banu
 Date of Birth : March 15, 1985
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam(sunni)
 Permanent Address : 991, Ahad Monjil, Khalikapur, Patuakhali Municipality, Patuakhali., Rampura, Dhaka
 Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Mostak Ahmed Khan	Md. Sarowar Hossain
Organization	: SDF	Mand M Associates Ltd.
Designation	: District Manager	Executive (Event&Activation)
Address	: SDF, Patuakhali District	Mand M Associates Ltd. Badda, Dhaka.
Phone (Off.)	: 01197172029	+8801767478797
Phone (Res.)	: 044163009	+8801767478797
Mobile	: 01712206687	+8801816143659
EMail	: makhan56@yahoo.com	sarowar84@gmail.com
Relation	: Professional	Professional

