

Curriculum vitae of MD Ashraful Alam

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Objective

I am Ashraful Alam, I am a Job placement &Competency Based Training &Assessment(CBT&A) & Data based Specialist on TVET sectors &Assessor of Technical Education Board Bangladesh && Pedagogy Master trainer From Institute of Technical Education-Singapore. CS and CBLM Developer with BTEB & DTE on Dress Making-2012 .Certified trainer of Generate Your Business idea (GYB), Start Your Business(SYB) by Start and Improve Your Business(SIYB)-ILO Trainer on Soft skills, Attach on Bangladesh Youth Entrepreneurship Advice (BIYA)-Entrepreneurship and enterprise development program).

Now I would like to brief my 10 years experience in my NGO and Job placement , Project development sector and grown up my career working in a dynamic and challenging environment on Project development , job placement ,TVET, IGA and business **development activities**. Specialist of Prevocational training on formal and informal sector, TVET &Entrepreneurship development , Soft skills, skills development and gender empowerment project, networking with RMG sector, NSDC, BTEB, ISCs, NGOs and donor agencies. I prefer to work on my **PCBTIR formula** for my action plan and target activities here **P=personnel management, C=component, B=budged concept, T= target& timeline, I=indicator (works measurement), R=reporting**

Carry out ,learn ,works , grows and overcome target and time line according to my project frame works.

Experience Summary



1.Coordinator (Database & Job Placement)

ISC Tourism & Hospitality, Skills for employment investment program(SEIP),
sector.Finance division,Ministry of Finance.

Office Address: House:33 ,Road: 01,Block:

A ,Niketon,Dhaka 1212 ,Ph:01717015809

Web: <http://seip-fd.gov.bd>,<http://www.nsd.gov.bd/thisc>

2.Coordinator (Job placement & Business development) in TVET Program-(1 January 2017 to Continue),

Organization: SAIC Group, SAIC Professional Training center, House-10,Road-02,Bockl-B,section-6,Mirpur dhaka-1216. <http://www.sptc.edu.bd/> , <http://www.sptc.edu.bd/team/md-ashraful-alam-2/>

3. PO,Quality assurance Specialist (TVET&QAS) in Skills development program- (1 September 2016 to 1 January 2017)

Organization: BRAC, BRAC Center , Mohakhali, Dhaka. <https://www.brac.net/sdp>

4.Project Manager as coordinator (TVET & Income Generation) - (3 July 2011 To August 2016)

Center for mass education in science (CMES), H-823, R-19(old), Dhanmondi, R/A,Dhaka-1209. <http://cmesbd.org>

5.Program Manager &Focal person(job creation & Media cell), (1/5/2007 to 12/7/2011)
Dhaka Art Center(Resource center),House -60,R-7/a dhanmondi, Dhaka.
<http://www.dhakaartcenter.org/>

6.Assessor(CBT&A)-Code: Bangladesh technical education Board(BTEB),Agargaoan,Dhaka, <http://www.bteb.gov.bd/>

Training summery				
#	Title/Subject of Training	Duration	Provided by	Location
	Overseas Pedagogy Training for Bangladeshi TVET Trainers	15days	ITE-Singapore	Singapore
	Workshop on Develop a strategic plan to meet the target goal of SAIC Placement cell	2days	SAIC institute of management & Technology(SIMT)	Dhaka
	Certificate on child poverty strategy development workshop (strategic plan, Theory of change, 7 th 5years plan	5days	Save the children	UCEP,Dhaka Bangladesh
	Basics Soft skills Training	5 days	Sudokkho- Swiss contact	Hotel blooom,Dhaka
	Training on new phase implementation -Local support government ,Focus Group Discussion ,CWC, Local context, field test ,induction,	7days	ROSC phase-ii, Save the children and Directorate of primary and mass education	Save the children ,Dhaka

	local approval			
	Migration on Pre Departure orientation, migration procedure, video clip, safety and security ,protection system, save migration in Field works	5 days	Brac	Brac Learning Center Dhaka and Minshigonj
	NTVQF-Level-1(SMO)-RMG sectors	RPL	Bangladesh technical education board(BTEB)	Saic ptc,Dhaka
	Assessor Training Program	10 days	Bangladesh technical education board(BTEB)	Saic ptc, Dhaka
	CBT&A-RPL	3 days	BTEB	Ahsania mission
	Project Management	7 days	CMES	Dhanmondi
	Training course in distribution networks & product marketing.	5days	Dhaka chamber of commerce Business institute(DBI)	Dhaka
	Training on Competency based curriculum Development/CS /CBLM,CSLB,CBT&A	30 days	Directorate of technical education board(DTE)	Dhaka
	Workshop on TVET & Networking	3 days	Center for mass education in science.	Dhaka
	Training and workshop on Digital NGO Management	7 days	CMES and Andry , Switzerland.	Dhaka
	Entrepreneurship development(SIYB)	12 days	ILO	Dhaka
	Entrepreneurship development(GYB)	3days	ILO and SIYB Association	BEF,dhaka
	Project management	5days	BRAC	Brac learning center
	Entrepreneurship development(SYB)	5days	ILO&SIYB	BEF,Dhaka
	Post Graduate Diploma in computer science& engineering	18 month	National Institute of Information Technology (NIT)	Dhaka

Education Qualification:

- **Master of Science in physics**
National University
SUB: Physics
Result: Second Class
Passing of year: 2007
- **Four year's BSc (Honors)**
National University
SUB : Physics
Result: 2nd Class.
Passing of Year: 2005
- **Higher Secondary Certificate (H.S.C)**
Bhurungamari Degree Collage
Group : Science
Board : Rajshahi.
Passing Year : 2001
Result: 2nd Division.
- **Secondary School Certificate (S.S.C)**
Bhuruangamari Pilot High School
Group : Science
Board : Rajshahi.
Passing Year : 1999
Result: 1st Division (Star marks)

Professional Qualification

- **Master of Business Administration (MBA) in Finance -2008, 3.27(CGPA)-Stamford University.**

Work Experience:

I Experience:- *Coordinator (Database & Job Placement)*

Skills for employment investment program(SEIP),ISC Tourism & Hospitality sector.

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Web: <http://seip-fd.gov.bd/>,<http://www.nsd.gov.bd/thisc/wp>

Duties & Responsibilities:

1. Project Data base system, IT Support, Project implementation, Training Management, Placement, Monitoring, Project Operation. Budget analysis, Communication ,Training & Mentoring ,Entrepreneurship development,Etc.

Experience-1: Coordinator (Job placement & Project development)

Organization: SAIC Group, SAIC Professional Training center, House-10, Road-02, Bockl-B, section-6, Mirpur dhaka-1216.

Duties & Responsibilities:

1. Job placement works:

- Communication
- Industry survey
- industry linkage
- sustainable relationship with employers(Trade wise Industries, Enterprise, workshop, servicing center, Shop, Training center, institute, intending organization of construction sector, ISC Etc)
- Access labour market home and abroad
- Industry list collection
- MoU
- Data management
- Graduates followup
- integration with others training center, placement cell ,cdc, program, project etc.
- integration with quality assurance system
- Career counselling (Target selection, Self analysis, need-Gap and demand analysis, Competency of job searching , Competency of job interview , Competency of Inclusivity , Competency of Gender empowerment , Competency of labour law , Competency of CV Writing , Competency of cover letter writing , Competency of interpersonal skills , Competency of Industrial OSH , Competency of Communication skills , Competency of employability , sustainable job market searching, Job placement procedure, industry demand collection, job placement.)
- Balancing job demand and supply of learner employment.

2. Project Works:

- TVET project, Skills development project, Sudokkho, STEP, SEIP, B-SEP, B Skillfull, ROSC, Pre -vocational project etc.
- Project paper(Technical & financial) Writing
- Communication with donor and --Networking.
- Marketing, Networking, Linkage with others NGOs & Funding organization.
- Screen regularly for fundraising opportunities as per organization policy
- Maintain liaison and networking with other organization and work closely with consortiums for joint tendering process.
- Develop new context and fund based documentations and proposal writing for donors call.
- Monitoring and Evaluation and impact measurement of the Country Program and projects according the logical frame works .
- Market development Strategic plan For project implementation Coordinate and ensure team work with Manager Finance & Admin, coordinator Market Development, Programme Coordinator for smooth and of the fund Expenditure
- Conduct ToT, Workshop, Refreshes training for Project implantation.

-Reporting-BI-Annual, Annual and Annual plan of operation(APO),Making Out come, Out put, Indicator, activities plan& Target time line set up,and log frame.

Experience-3: Job placement &Quality assurance Specialist (Job placement &QAS) - (1 September 01.01.17)

Organization: BRAC, Brac center ,Mohakhali,Dhaka.

Duties & Responsibilities:

1.In job Creation:

- access Labour market
 - Job Fair,Job Seminer,Signing ceremony(Own,STEP,ILO,DTE,BTEB)
 - industry linkage
 - sustainable relationship with employers(Trade wise Industries,Enterprise,workshop,servicing center,Shop,Training center,institute,intending organization of construction sector,ISC Etc)
 - Access labour market home and aboard
 - Industry list collection
 - MoU
 - Data management
 - Graduates follow-up
 - integration with others training center, placement cell ,cdc, program, project etc.
 - integration with quality assurance system
 - Career counseling (Target selection,Self analysis, need-Gap and demand analysis, Competency of job searching ,Competency of job interview , Competency of Inclusivity , Competency of Gender empowerment , Competency of labour law , Competency of CV Writing , Competency of cover letter writing , Competency of interpersonal skills , Competency of Industrial OSH , Competency of Communication skills , Competency of employability , sustainable job market searching, Job placement procedure, industry demand collection, job placement.)
 - Balancing job demand and supply of learner employment.
- plan of operation(APO),Making Out come, Out put, Indicator, activities plan& Target time line set up, log frame. TVET and OSH and 2.Training Quality assessment.
- Work on and CBLM,CSLB,CSLT,RBM,CBT&A,ISC, Theory of Change, Exit strategy and sustainable business development.
- TVET quality assurance
- Log book, unit of competency, module, OSH ,Industries attachment, apprentice and others related works.
- PTPs selection for skills development program(SDP),PTPS-Montage, AYAT training center.
- Project Management, Project paper writing, CBLM writing, Concept paper writing
 - Access job market
 - Networking and linkaging with others employers and stakeholders
 - Networking with BTEB,NSDC,ECNSDC,BEF
 - Access RPL related works
 - CBLM and Materials development quality ensure.
 - Learner enrollment
 - Access EIM,SMO,RAC Trade related works.

Experience-4: Project Manager and coordinator(Job placement & IGA) (3 July 2011 To August 2016)

Center for mass education in science (CMES), H-823,R-19(old), Dhanmondi, R/A,Dhaka-1209.

Duties & Responsibilities:

Project wise works: Pre Vocational & Basic school system and adolescent girl's empowerment as a Unit management authority (UMA)

Program Implementation- I work a combined technical & general education and make a income generation,
And it is apply our (sey -wo -se) self employed youth and women's social enterprise.

Training & Workshop: Staff training, Unit management associates authority (UMA) training, Refreshers training, Curriculum training, Business training, Up gradation training, Various workshop and orientation, training of trainer (TOT) Etc.

Entrepreneurship development and job placement: Conduct Training SYB module, GYB module, IYB Module for target group for entrepreneurship development, curriculum development, support to graduates for production, Quality control, ,equipment , technology, Design in our field area of the trade of total garments, Portable wood works, Mushroom, Vermi compost etc.
Job placement ,job counseling and linkaging related sector such asISC-10sector RMG, Welding, Electric, Automobile mushroom etc.

Job Placement& Industries linkage: work for involvement and networking - linkage with others employers, networking-ISC sector, STEP,DTE and RMG ,ETC ,creating decent life and income generating target group and graduates.

Networking with similar institution and organization, networking and membership similar business association, networking local and central business, networking and sharing working value, linkage and setup our graduates with employers in local and central area, networking income value with self and employed graduates.

Market development and business set up support: Market promotion and extension for Centralized and De centralized graduates, make sustainable and high market ,market exploration, searching, new design collection, R&D and piloting, and new design adoption, pricing competitive market for our **Sey Wo Se** -business.

Managerial finance: Make departmental budget, budget analysis, central store maintenance, departmental accounts follow up and checked credit voucher, debit voucher, journal voucher, cheeked cash book and ledger posting, Make TOR etc.

Managerial operation and Departmental management: Project paper and target planed analysis, I works on **PCBTIR** formula for my action plan and target activities here **P**=personnel management, **C**=component, **B**=budgeted concept, **T**= working target& timeline, **I**=indicator (works measurement), **R**=reporting

Material development: Books , CS, curriculum, activity and others educational and TVET martial development

Monitoring and evaluation and regular's works: 50% times expend field monitoring and program implementation

Reporting: I report writing by logical frame work of this program to Project coordinator, ED, Chairman, Donor

Carry out ,learn ,works , grows and overcome target and time line according to my project logical frame works and over all out come.

Experience- 4: Program Manager & Focal person(job creation & Media cell) 1/5/2007 to 1/6/2011) Dhaka art center(DAC), House -60,R-7/a Dhanmondi, Dhaka.

Duties & Responsibilities: Youth and woman engage, enrolment, training, Media communication, job placement support, Program management, program organize, gallery, resource center, young professional promotion, letter send to contact person and guest, press release send all media and connect sub editor and ensure published our program.

Program development & organize, make project Document and sent another's organization for CSR fund, Donor communication, project implementation, Fund rising, project proposal writing, reporting ,gallery and resource center maintenance.

Computer Skill and Training

Diploma in CSE, MS Words, MS EXCEL, power point presentation, ASANA Software without mail on Team works, INTERNET, Etc.

Skills And Ability:

Languages Skills:	Speaking	Reading	Writing
	English	Fluently	Fluently
	Bengali	Fluently	Fluently

Stress Management : Able to work in a strong and demanding corporate environment

Personal Details:	
Father's name	Md. Abdur Rahman
Mother's name	Most. Anowara Khatun
Date of Birth	08/03/83
Marital Status	Married
Nationality	Bangladeshi (By birth)
Religion	Islam (Sunni)
Blood Group	B+
Mailing Address : House No#55/1(2nd floor), Palashnagor, Section-11, Mirpur, Dhaka -1216	
Permanent Address	C/O: Anowarul hoque(journalist) ,
	Village: Kamatangaria
	PS+Post: Bhuruangamari,
	Kurigram, Bangladesh.
Phone	+8801717015809 (Cell), Res:01928936594
Voter ID	4910619472197

References:

Referee 1	Referee 2	Referee 3	Referee 3
A.B.M Ashraful Houque Chief Coordinator SEIP ISC Tourism & Hospitality Project Skills for Employment Investment Program Finance division,Ministry of Finance. House:33,Road-01,Block-A,Niketon,Gulshan Dhaka-1216 Phone:01911480879 Email: ashraftti@gmail.com	ANM Ahsan Tanjel Program Officer ILO Skills Programme Office Road 127, House A-9, Central Gulshan 1, Dhaka 1212, Bangladesh Email:tanjel@ilo.org phone:01716591005,01787665936	Mr zoha zamulur Rahman,Training Coordinator Bangladesh Employers Fedaration(BEF)& MCCI,motijheel,Dhaka Chamber building (4th Floor) 122-124 Motijheel C/A,Dhaka-1000 Tel: +880 2 9565208-10, Extention-151, Mobile: 01712 512372 Email:joha@mccibd.org ,	Salim Mahmud Resilience-Specialist-NORCAP-Secondment United nation development program(UNDP), Aslo Norway. Link:Phttps://www.facebook.com/pages/Resilience-Specialist-NORCAP-Secondment/1275288292495057?ref=br_rshone: Web:http://www.norcapweb.no/ Relation: Cosine Phone:01713410150(home)

Here I declare that my all information is true and I permission to verification my any data and document.



Md. Ashraful Alam

Date: 12/02/18

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