

**Curriculum Vitae of
ZEBA PARVIN**



Personal Information	Name in Full	Zeba Parvin
	Father's Name	Ali Zahir
	Mother's Name	Shufia Begum
	Husband's name	Md Rabiul Islam
Contact Address	Permanent Address:	Vill- Balubari P.O- Dinajpur, Upazila- Dinajpur, Dist- Dinajpur
	Present's Address	7D, 98/C, Shyamoly Housing ,Shekhertek Road 06, Mohammadpur, Dhaka-1207
	Mobile Number E-mail Address	: 01714677688 zeba. parvin2010@gmail.com
Total Length of Service	18 years	
Area of expertise	Training and Development – Entrepreneurship development – Consultancy Capacity Building – Business Development services (BDS) – SME sector Project management – Empowerment – Gender and Development Child Labour Disability issues – HIV/AIDS - Micro finance – Livelihood program – Report writing – Policy and Advocacy Education	
Education qualification	MSS (Economics)	
Language skill	skill Able to communicate fluently in Bengali and good in English with different level and have working experience with international personnel very closely	

Computer skill	Computer skill Use electronic communication media and internet in daily work. Able to work in windows 7 professional, MS Word, MS Excel and have ability to prepare presentation paper with the assistance of MS PowerPoint program. Have access in internet browsing and E-mail. Primary knowledge about computer hardware
Nationality	Bangladeshi by born, National ID No. 2726407164645
Date of birth	22 June 1965
Marital status	Married
Blood group	B+

Key Qualifications :

- Have practical skill on facilitation of Training, Meetings, Seminar and Workshop.
- Have practical Skill on Business Plan Preparation
- Have practical Skill on SME Net Working
- Have practical Skill on New Business Creation Have good skill of preparing training module .⁶ Experience to work with advocacy issue.
- 15years' experience in rural & urban development field.
- Have practical skill to implement the Food Security and livelihood related program.
- Have proven leadership and planning skill. Have Master's Degree in relevant field.
- Practical skill on community led initiative and experience to facilitate the PRA, WBA and social mapping.
- Skill on market value chain and economic empowerment of the pro poor.
- Have practical knowledge & skill on Networking, Collaboration, and Liaison, Negotiation with different GO/NGOs.
- Strong ability to maintain monitoring and evaluation activities including facilitate the problem solving approach in rural village and urban slum areas through a participatory manner. Have a good communication and interpersonal skill.
- Good computer skill in MS Word, MS Excel , Power Point & Internet
- Have practical work experience with Rana Plaza disaster victims.
- Have practical work experience with disabled person

Experiences and expertise:

Training and Development:

1. - Have practical experience to organized & conduct national level

training course in different project as national license holder trainer in different region in Bangladesh independently.

2- Achieved National Trainer's License as a trainer from CEF International on the field of Entrepreneurship Development through GTZ - Act as trainer in different project on different issues both to the target clients and staffs –

3 Extensive experience in independently design and develop different types of training materials like training curriculum, schedule, manual, module, hand outs, class notes etc.

4- Have clear understanding about training objectives, adult learning, Training methods, quality control, TNA process, Training follow-up, Training cycle, TOT management etc. –

5. Monitoring and Evaluate the training course by using different tools and techniques. - Extensive experienced in coaching to the Trainer's Team for improving their quality of presentation and performance.

6- Extensive experienced on training methodology as Experiential Learning Exercise (SLE) which deals with modern training techniques under the guidance of international expatriate Team of Trainers. –

7. Have excellent presentation skill by using Multimedia projector or other training aid. - Prepare training and workshop budget and act as course coordinator. - Have ability to prepare Training/workshop Report with descriptive and formative in nature

Management Coach/ consultant Qualification Highlights

Highly Skilled in Needs Assessment. Strategic Planning Establishing priorities and delegating tasks. Motivating learn to reach for their best and following through to ensure Success

More than 15 years Experience in training development and delivery motivation and team Building/ Leadership general and Technical Project management, product marketing and management Negotiation and mediation

A Dynamic Speaker trainer and Presenter Skilled in employing Clarity innovation and humor to deliver Effective presentations to diverse audiences at all organizational levels

Provided on going Coaching and guidance to individual New Business(SME)

Collaborated with Technical Consultant to Design and Lead New Product training to Improve Professionalism and Productivity to the Jute Product House of Dinajpur

Planned and Implemented a Successful sales campaign to Secure repeat business among existing jute bag customers, Including Cratered development Target marketing Yielding a 90% response rate and significant Increase in sales

Professional History :

Have more than 15 Years' Experience as a freelancer trainer, Working with many Organization and many projects in different parts of the country with grass root to top level people.

Organizations include TARANGA, CARE, Trade Craft, SEBA LIMITED, IOM, INSPIERED

BANGLADESH, , ILO, RED CRESCENT , AIDA, CONCERN BANGLADESH, DANIDA
PROJECT CRP, SME FOUNDATION. BIG LOTTARY

- Help the victim in rural and urban areas through mediation
- Supervision of project staffs
- Regular Follow-up and monitoring
- Prepare monthly, quarterly and yearly Reports.
- Prepare yearly action plan and marketing of company products in different places.
- Select potential farmers for the implementation of rice cultivation through company products
- Group meeting with farmers
- Liaison with retailers and distributors for market promotion work
- Experience on company products distribution activities as per schedule & Reporting.
- Community mobilization & Conduct health education session.
- Advocacy and create awareness about program
- Assist the field workers to implement the project activities
- Supervision and monitoring of the project activities
- Data collection from different part of the country on various subjects
- Assist to help supervisor to Prepare monthly, quarterly and yearly Reports.

Training received & Conducted :

The following is a list of trainings conducted in recent years.

Training Name	Participants	Duration	Organization
GYB training	15 participants	3days(6- 8/1/17)	cdf dinajpur, tmss Bogra

Micro Business for Victims of Rana Plaza Disaster	Victims of Rana Plaza disaster in Dhaka	Each batch consisted of 25 participants . Each training was 5 days long for every batch . Total batch : 12 , Total Days : 60 March August 2014	TARANGO with collaboration of GIZ
Training on Women Entrepreneurship :Train The Trainers	Members of various women business associations in Dhaka and Chittagong City.	Each batch consisted of 30 participants . Each training was 8 days long for every batch . Total batch : 2 , Total Days : 16 October December 2014	Bangladesh INSPIRED, Ministry of Industry and Bangladesh Bank
How to Start a New Business	Tribal Women entrepreneurs of rangamati district.	Each batch consisted of 30 participants . Each training was 5 days long for every batch . Total batch : 1 , Total Days : 5 July 31-4 August 2016	SME Foundation
Business Plan Preparation	Women entrepreneurs of Naogaon district.	Each batch consisted of 30 participants . Each training was 5 days long for every batch . Total batch : 2 , Total Days : 10 June 2015	SME Foundation
Entrepreneurship development	entrepreneurs of Sweeper colony at Dinajpur district	Each batch consisted of 30 participants . Each training was 5 days long for every batch . Total batch : 10 , Total Days : 50 2002-2004	Care Bangladesh
Leadership and Effective Group Operation. And Entrepreneurship development	<p>Leaders of agriculture IPM and ICM Clubs in Dinajpur , Thakurgaon and Rangpur districts.</p> <ul style="list-style-type: none"> ● IPM and ICM Clubs are made and maintained 	Each batch consisted of 30 participants, Each training consisted of 5 days . Total batch 150 , Total Days : 750 Days (April 2008 June 2012)	SEBA Limited in collaboration with Ministry of Agriculture and DANIDA.

	by The Department Of Agriculture.		
Leadership Development and BDS	Group leaders of APON ALO project in Mymensingh, Sherpur and Netrokona district.	Each batch consisted of 2530 participants. Each training was 1 day long for every batch . Total batch : 11 , Total Days : 11 June 2013	Traidcraft and Big Lottery
Advocacy , Lobbying and Networking	Group leaders of APON ALO project in Mymensingh, Sherpur and Netrokona district.	Each batch consisted of 2530 participants . Each training was 2 days long for every batch . Total batch : 17 , Total Days : 34 November December 2013	Traidcraft and Big Lottery
Advocacy , Lobbying and Networking and Gender	Group leaders of ALO project in Sherpur and Netrokona district.	Each batch consisted of 2530 participants . Each training was 2 days long for every batch . Total batch : 8, Total Days : 16 March 2014	Traidcraft and Big Lottery
Quality Management for Jute Products abd BDS	Members of golden fiber project in Muksudpur (Gopalganj) , Faridpur District.	Each batch consisted of 25 participants . Each training was 1 day long for every batch . Total batch : 11, Total Days : 11 February 2014	TARANGO and
Gender and Development	Jute product manufacturer couples (Husband and Wife) , in Dinajpur district.	Each batch consisted of 40 participants . Each training was 2 days long for every batch . Total batch : 7 , Total Days : 14 June 2015	TARANGO
Leadership Training and Entrepreneurship Development	We Can Campaign Project at Dinajpur	Each batch consisted of 40 participants . Each training was 5 days long for every batch . Total batch : 20 Total Days : 100 2003-2004	Oxfam

Girls Leadership Training and Entrepreneurship Development	Disabled girls of AHEAD Project at Savar, Dhaka	Each batch consisted of 40 participants . Each training was 5 days long for every batch . Total batch : 2 , Total Days : 10 May 2015	CRP and Queen Mary University
BDS Training	Economic Development Project at Dhaka	Each batch consisted of 30 participants . Each training was 6 days long for every batch . Total batch : 2 , Total Days : 12 June 2016	World Vision
Entrepreneurship Development training	FSVGD Project at Dinajpur	Each batch consisted of 30 participants . Each training was 5 days long for every batch . Total batch : 6 , Total Days : 30 2005	Polli Sree with collaboration with Ministry of Wel Fair
Entrepreneurship Development training	JWEAL project at Faridpur	Each batch consisted of 2530 participants . Each training was 2 days long for every batch . Total batch : 8, Total Days : 16 March 2016	Traidcraft and Big Lottery
Microbusiness	Members of AIDA project, in Bandarban district.	Each batch consisted of 30 participants . Each training was 5 days long for every batch . Total batch : 11 , Total Days : 55 June August 2011	TARANGO and AIDA
Microbusiness	Floating people in Dhaka Metropolitan area.	Each batch consisted of 30 participants . Each training was 5 days long for every batch . Total batch : 7 , Total Days : 35 August 2013 January 2014	TARANGO and Concern Bangladesh

Training Material and module development Training	Training Staff of cdf at Dinajpur	Each batch consisted of 30 participants . Each training was 15 days long for every batch . Total batch : 6 , Total Days :9 0 2013	Care Bangladesh
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The following is list of trainings received and conducted in the past years.

		Training Course	Duration	Organized by	
Sl. No.		TOT on SIYB	30/10/16 - 9/11/16	BSEP,ILO &BEF	
1		CEFE Training (competency based economics through formation of enterprise) littered and non littered	30 days	GTZ	
2		Micro business training	15 days	GTZ	
3		Business Coaching	7 days	Tread Craft	
4		TOT (International)	7days	World Bank	
5		Gender Training	6 days	CDA	
6		Entrepreneurship development training	15 days	GTZ	
7		Fashion Designing Training	15 Days	CDa	
8		advocacy Training	7 days	CARE Bangladesh	
9		Training module Development Training	15 days	CARE Bangladesh	
10		Rights basid Training	3 days	CARE Bangladesh	
12		Project planning training	5 days	CARE Bangladesh	
13		Community mobilization-training	3 days	CARE Bangladesh	
14		Brest Feeding -	6 days	CARE Bangladesh	
15		Basic Training (PRA, PLA)	7 days	CARE-Bangladesh	

16		Health Hygiene & Nutrition	5 days	CARE-Bangladesh	
17		Gender and Development	3 days	CARE-Bangladesh	
		Wealth Ranking Training	5 days	CARE-Bangladesh	
18 19		Mid Time Evaluation and Monitoring	3 days	CARE-Bangladesh	
20		Training on Income generating Activities	3 days	CARE-Bangladesh	
21		Training on Environment and Infrastructure Management	5 days	CARE-Bangladesh	
22		Training on Environment Management	5 days	CARE-Bangladesh	

23	TOT on Leadership Networking Group and Credit Management	3 days	CARE-Bangladesh
24	TOT on IGA Business Management & Accounting	3 days	CARE-Bangladesh
25	Vision Setting Workshop	3 days	CARE-Bangladesh
26	Training on Gender Networking	2 days	CARE-Bangladesh
27	Training on Participatory Rural Appraisal	2 days	CARE-Bangladesh
28	Training on Arsenic and safe water	3 days	CARE-Bangladesh
29	Training on Facilitation Development	4 days	CARE-Bangladesh
30	Training on Roof Top Gardening	2 days	CARE-Bangladesh
31	Training on Arsenic Monitoring & Evaluation	4 days	CARE-Bangladesh
32	Training on Gender Sensitivity and Response	5 days	CARE-Bangladesh
33	Training on Arsenic and Environment	2 days	CARE-Bangladesh
	Training on Infrastructure Management	2 days	CARE-Bangladesh
34 35	Training on Adolescent Reproductive Health Education	5 days	Kanchan Samity
36	Training on Role and Responsibility of Pourashava & Pourashava Citizen	2 days	Polli Sree
	Training on Teaching Facilitation	14 days	CDA
37 38	Crops Production (paddy, wheat, vegetable) Training	2 days	Agriculture Department
39	Training on Income Generating Activities	4 days	PKSF
40	Fish Culture Training	1 year	Fishery Department
41	fashion deigning	15 days	CARE Bangladesh
42	Block- batik	90 days	CDF -dinajpur

43	Doll making	10days	CDF
44	Shopping bag making	10 days	CDF
45	Dress making	90 days	CDF
46	Kar chupee - stitch	90 days	CDF
47	Hand embroidery- stitch	90 days	CDF
48	Flower making	15days	CDF
49	Cloth showpiece- making	30 days	CDF
50	Jute product -	10 days	JDBC (ministry of jute)
51	Food processing	7 days	SME foundation

I obtain national CEFE Trainer license

Signature

Zeba parvin