

Resume Of Saharia Parveen

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Professional Skills

Experiences and competencies

I have professional qualifications for 22 years in different positions of the NGOs, corporate sectors Autonomous Institution and like Quantum Consumer Solutions Ltd, CARE-Bangladesh, Dhaka University, Uttaran, Institute for Environment and develop, The Hunger Project and Proshika MUK, NGO in urban and rural. Have worked in the field of health nutrition education, microfinance, assist to planning of infrastructure, liaison of oversees training of university teachers, quality education, integrated nutrition program of underprivileged pregnant and lactating women and under 05 years children, nutrition well being through farmers field schools, violence against women, advocacy for unreached people's rights, capacity building, qualitative research social and marketing, execution of field operation on research information with quality control. I have taken care of administration and finance, staffs management with performance, coordination and conflict resolution, day to day close monitoring and supervision of field activities implementation. I have expertise to leadership, motivation, networking towards organization optimum benefits. I have performed gender focal point in the CARE.

I have reworded as a valuable employee of Quantum Consumer Solutions Ltd in 2014.

Academic Qualification

Examination	Group	Division	Board /University	Year	Field of Study
M. Com in Accounting	Commerce	Second	Rajshahi University	1988	Accounting, Costing, Research, Insurrance
B.Com (Hon's) in Accounting	Commerce	Second	Rajshahi University	1987	Accounting, Economics, Company law, Taxation, Marketing, Business law, Banking, Costing
H.S.C	Science	2nd	Jessore Board	1984	Bangla, English, Higher Math, Botany, Zoology, Physic, Chemistry etc.
S.S.C	Science	1st	Jessore Board	1982	Bangla, English, Math, Social Science Higher math, Social Science etc.

Personal traits

- Skills on MS office, internet and web management, documentation.
- Proficiency on language (English and Bangla).
- Manuals development.
- Able to ride Motor cycle and have valid Driving license.
- Able to optimize use of resources i.e. familiar with resource management.
- Familiar with Team Building environment.

- Capable to manage a large team.
- Strong network all over Bangladesh.
- Able to hard working.
- Familiar to work remote area like Hatiya & Swondeep.
- Has completed a German languages (one Year) course.
- Worked with Radio Bangladesh Khulna (1983-84) & Rajshahi (1985-92) write scripts & presentation.

Training received

SI	Name of training	Duration	Organized by
1.	Methods and Techniques of Participatory Training (TOT)	2 weeks	Proshika MUK, Dhaka
2.	Health and Nutrition Education	2 weeks	Proshika MUK, Dhaka
3.	Development and Organization	2 weeks	Proshika MUK, Dhaka
4.	Basic Training of Organization	2 Days	Uttran, Tala Satkhira
5.	Training on Micro Credit and Financial Management	5 days	Proshika MUK, Dhaka
6.	Training on Financial Management and Administration	5 days	Proshika MUK, Dhaka
7.	Innovative Primary Education for Children	12 days	Uttran, Tala Satkhira
8.	Basis TOT	10 days	Uttran, Tala Satkhira
9.	Gender Analysis Workshop	5 days	Uttran, Tala Satkhira
10.	TOF on Reflect	12 days	Uttran, Tala Satkhira
11.	Basis Training on NFPE	12 days	Uttran, Tala Satkhira
12.	Basis orientation of BINP activities	4 days	CARE-Madaripur Fo
13.	Gender Workshop	12 days	Uttran, Tala Satkhira
14.	Gender Workshop	1 day	CAE-Bangladesh
15.	Training on Arsenic	2 days	CAE-Bangladesh
16.	Nutrition training	4 days	CAE-Bangladesh
17.	Basic training on LIFT project	5 days	LIFT - Noakhali F/O
18.	Fascinator of facilitator	3 days	LIFT - Noakhali F/O
19.	HIV/ AIDS Training	1day	CAE-Bangladesh
20.	Principal & values Training	1 day	CAE-Bangladesh
21.	Governance Training	1 day	CAE-Bangladesh
22.	Training on IPM & FFS	2 days	LIFT - Noakhali F/O
23.	Training on volunteers training	5 days	The Hunger Project
24.	Basic research workshop	5 days	Quantum Market Research Bd.
25.	Certificate course on special & inclusive education	4 months	Teacher Development Institute (TDI)
26.	Certificate Course on Counseling and Psycho-therapy	6months	Teacher Development Institute (TDI)

Professional history/ experience

19 years 11 month

June'17 to till now working as a freelance consultant. By this period of time worked with Key makers, Millwardbrowan, Luminaries and also worked with Professor Nazmul Haq for the project of National Curriculum and Text book Board.

A Organization : Quantum Consumer Solutions Ltd.
Program : Research
Position : Manager - Field
Duration : April'10 to till May'17

Major Responsibilities

- Managing and coordinating research field-work all across Bangladesh
- Facilitate Focus Group Discussions, Depth Interviews and observations according to the discussion Guide
- Leading a team of 54 field staff assigned to various position and responsibilities
- Coordinating 39 transcribers to maintain timely delivery
- Ensuring quality of recruitment of respondents for each project
- Disbursing cash, advances, incentives and managing other related payments
- Arranging direct consumer contacts for clients and partner organizations
- Work as a central coordination point between researchers and field-staff for a smooth completion of a project

B. Organization : Quantum Market Research Bd. Ltd.
Program : Research
Position : Research consultant
Duration : Dec. 05 to march '10

Major Responsibilities

- Facilitate Focus Group Discussions, Depth Interviews and Observations according to the discussion Guide.
- Assist to prepare market and social reports of various projects
- Prepare project budget of implementation
- Responsible to meet clients in the out centers and brief
- Responsible to liaison with Project Coordinator
- Coordinated the whole field works in out centers
- Settle the accounts of field projects
- Responsible to pay the bills according to the project budget
- As the key person of field works in the out centers, responsible to ensure the quality of research work.

C. Organization : The Hunger Project
Program : Training And Mobilization
Position : Volunteer Staff
Duration : June, '05 to Nov. '05

Major Responsibilities

- Planning, organizing and facilitating training
- Results monitoring and reporting
- Preparing training modules and materials
- Organize the animators and motivating them for creating community based mobilization on the different issues such as violence against women, water and sanitation, nutrition, marriage registration, reducing early marriage, dowry

D. Organization : Institute for Environment and development
Program : Women Empowerment
Position : Coordinator
Duration : August'04 to April 05

Major Responsibilities

- Planning, organizing, supervising, monitoring and coordinating of the development towards Women Empowerment Project
- Advocating with civil society members and local government for empowering women
- Counseling to the oppressed male and female
- Providing legal aid support to the victims
- Ensuring Monitoring and supervision of data collection process
- Staff management & development including performance management
- Data compilation analysis and reporting
- Effective working relationship with project counterpart and other agencies
- Administrative and financial management
- Reducing domestic violence to effective arbitration process.

E. Organization : CARE-Bangladesh
Program : Partnership for Healthy Life-PHL
Position : Technical Officer
Duration : October'03 to March'04

Major Responsibilities

- Ensuring monitoring and supervision of data collection process
- Staff management & development including performance management
- Data compilation, analysis and reporting
- Effective working relationship with project counterpart and other agencies
- Administrative and financial management
- Providing technical support to reduce violence against women
- Campaign, field drama and documentation
- Providing necessary counseling to the student, partner organizations, Union Parishad and community people

F. Organization : CARE-Bangladesh
Program : Local Initiatives for Farmers training
Position : Project Officer

Duration : January 02 September 03

Major Responsibilities

- Awareness, counseling and growth monitoring of nutritional status
- Capacity building of stakeholders and staffs on nutrition
- Ensuring Monitoring and supervision of data collection process
- Staff management & development including performance management
- Data compilation analysis and reporting
- Effective working relationship with project counterpart and other agencies
- Administrative and financial management

G. Organization : CARE-Bangladesh
Program : Bangladesh Integrated Nutrition Project
Position : Project Officer
Duration : December 2000 to December 2001

Major Responsibilities

- Effective planning and implementation of project activities
- Staff Management & development including performance management
- Providing on the Job training/coaching and monitoring to the field staff to effective implement the project activities to deal with field staff to project implementation and monitoring
- Coordinating all the training events of the Team /Thana office i.e. CNO/CNP refreshers, FTs refresher
- Monitoring and evaluating the effectiveness of the training course and assist to FTs CNO/CNP
- Attending nutrition management committee (TNMC/UNMC/VNMC) meetings and ensure support for the members for implement the project activities with emphasis on GMP and social mobilization.
- Maintaining liaison with local elite, teachers, GOB & NGO field workers and supervise to obtain their support for the project.
- Ensuring meeting with teachers, adolescent girl, moderate children mothers, pregnant women, village doctors, Imams and with other relevant foray
- Field visits to CNCs/ management committee (TNMC/UNMC/VNMC) meetings to identify the gaps
- Data compilation analysis and reporting
- Effective working relationship with project counterpart and other agencies
- Administrative and financial management in efficient ways
- Organizing and monitoring training program to CNO/CNP and FTs
- Monitoring and compilation of report which submitted by Con's and FTs
- Assist to project Manager to compilation of final report in Field Office
- Assist to project Manager to preparing of yearly project implementation plan
- Prepare with skill staff's annual performances appraisal
- Effective role play on the senior Management Committee & workshop
- Take new initiative on the field, problem solving and decision making
- Counseling with the local field areas all community people
- Motivate pregnant lactating women to change their traditional behavior, habits and beliefs
- Inform the local body about their human rights

H Organization : Uttaran
Program : Education program
Position : Program Officer

Duration : October 97 to November 2000

Major Responsibilities

- Supervising of Education program activities
- Program monitoring and development of monitoring tools
- Organization of staff meeting and dissemination of monitoring report
- Identify strategic plan of the program.

I. Organization : Dhaka University
Program : Planning and Development Section
Position : Research officer
Duration : November 1992 to May 1995

Major Responsibilities

- Collect research document
- Prepare research material and subject analysis
- Send and receive material and letters
- Office management/ Staff management/ Human Resource Management
- Maintain all university's teacher's oversees Educational document
- Counterpart deal as of Finance Ministry/ ACNEC/ UGC
- Prepare project concept papers
- Involve University's Infrastructure development planning
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J. Organization : Proshika MUK, NGO.
Program : Urban poor Development program
Position : Field Organizer
Duration : November 1992 to May 1995

Major Responsibilities

- Organization and monitoring the selection of beneficiaries and group formation.
- Organization and supervising the Credit program
- Skill development and IGP training to beneficiaries
- Monitoring and supervising the IGA of Group members
- Organizing Adult Education to beneficiaries
- Monitoring the Non-formal primary Education
- Awareness buildup regarding primary Health, Sanitation and Family planning
- Organizing and facilitating all group members training under the program
- Played vital roles in planning workshop
- Awareness buildup regarding rights and resource accessibility
- Attend the beneficiaries' varieties right board demonstration
- Motivate the beneficiaries about equal fund distribution management with the family
- Ensure women & children rights, motivation to establish of their rights
- Motivate the beneficiaries to savings and help to open bank account for the beneficiaries
- Motivate the beneficiaries to take part in the income generating work.

Personal Profiles

Name: Saharia Parveen
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Father's Name: Sk. Lutfar Rahaman
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Dhaka-1207
Permanent Address: 11/1 Abdur Rahim Sarak, Bagmara, Khulna-9100
E-mail: saharia.parveen@yahoo.com
Mobile: 01912005261, Home: 01940177655
Date of Birth: February 12, 1966
Nationality: Bangladeshi (By Birth)
Marital Status: Single
Sex: Female
Age: 48
Religion: Muslim (Sunni)

References

1. Habibur Rahman Chowdhury

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I, the undersigned, certify that the above information is true, complete and correct to be the best of my knowledge and belief. These data correctly describe my qualification, my experience and me.

Signature