





MOHAMMAD SHARIFUL ALAM

 | Project Manager

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 | 88-01717178994

○ DETAIL ○

Father's/Mother's Name

Md. Rais Uddin Biswas
Selina Bagum

Gender

Male

Marital Status

Married

Passport Number

BP 0577845

Address

62/6-A, Jaleshar,
Sobahanbag, Savar, Dhaka-
1340, Bangladesh

Date/Place of Birth

20th October, 1972
Dhaka, Bangladesh

Nationality

Bangladeshi

○ LANGUAGE ○

English

Bangla



PROFILE

More than seventeen years of professional experiences in both development and humanitarian sector, including ten years of project management position in national/international NGO, including BRAC, Dhaka Ahsani Mission, TdH-Netherlands, POPI, HelpAge International and Educo-Bangladesh in partnership with implementing NGOs and donor agencies, like, UNICEF, JICA, DFID, ChildFund Alliance, UNOPS, EU and Stromme Foundation.



EMPLOYMENT HISTORY

Project Manager at Educo Bangladesh

June 2019 – Present

Key responsibilities:

- Contributing to design the project, formulation of strategic planning and reporting of the program
- Providing technical guidance to the project implementing partners to achieve expected results ensuring quality
- Ensuring project learning from relevant best practice, secure process documentation and knowledge management
- Monitoring and supervision of ECD, Education, Women & Adolescent Development and Protection interventions including preparation of different regular and periodic donor reports as per plan
- Liaison and coordination with all stakeholders and maintaining the effective linkage with key Government and Non Government agencies to ensure the necessary approval
- Provide technical support to the Grants Manager in reviewing Implementing Partner's fund.
- Assist to the Head of Program to produce the donor reports and maintain of compliance of the donor guideline
- Managing the project, oversee budget and carry out of monthly expenditure analysis
- Supporting program staff in the planning of project activities and the establishment of high quality performance targets, ensuring adherence to technical standards, best practices and donor guidelines
- Documentation and dissemination of knowledge and learning across the programme
- Assisting program staff to use appropriate project management tools to plan, review and track progress on project implementation as well as on the utilization of project resources

Sr. Project Officer at HelpAge International

April 2018 – June 2019

Key responsibilities:

- Providing technical guidance to the project implementing partners to achieve expected results ensuring quality
- Monitoring and supervision of Health, WASH and Protection intervention including Cash Transfer Program, preparation of different regular and periodic reports, like situation report, 4W report in the sector of Health, WASH and Protection
- Liaison and coordination with all humanitarians partner, sector working group and site management

SKILLS

Project management
Monitoring and Evaluation
Proposal Development
Partner Management
Budget and expenditure Analysis
Govt. Liaison and coordination
Report Writing

IT SKILLS

MS Word
MS Excel
Power Point
KOBO Toolbox

LINK

[LinkedIn Profile](#)

- Provide technical support to the Grants Manager in reviewing Implementing Partners Reports and provide capacity building to Partners on Project development and Reporting accordingly
- Assist to the Emergency Program manager to produce the donor report (DFID & DEC) and maintain of compliance of the donor guideline
- Ensuring effective communication with the government agencies and ensuring necessary approval
- Managing the project, oversee budget and carry out of monthly expenditure analysis
- Assisting program staff to use appropriate project management tools to plan, review and track progress on project implementation as well as on the utilization of project resources
- To develop of IEC, BCC materials and visibility items

Programme Manger at POPI

August 2010 – March 2018

Designation Chronology:

- Jan 2014 – Mar 2018, Programme Manager (SEEDS -Funded by Stromme Foundation)
- Jun 2014 – Dec 2015, Trainer (SAIEVAC Project- Funded by SAARC Development Fund)
- Jul 2013 – Dec 2013, Project Coordinator (PELI Project- Funded by Stromme Foundation)
- Sep 2012 – March 2013, Chief Facilitator (UDCC Dessimination Project- Funded by JICA)
- Feb 2012 – Oct 2012, Project Coordinator (MNCS Project- Funded by UNICEF)
- Aug 2010 – Oct 2012, Project Coordinator (CEP Project- Funded by TdH-NL)

Programme Officer at Terre des Hommes-Netherlands

October 2008 – July 2010

Area Manager at Dhaka Ahsania Mission

April 2007 – September 2008

Resource Person (Training) at DPE (ROSC Project)

August 2006 – December 2006

PO Incharge at BRAC

April 2003 – June 2006



EDUCATION

Master of Science, Shahjalal University of Science and Technology, Sylhet, Bangladesh

1995 – 1996

Second Class

Bachelor of Science (Hons), Shahjalal University of Science and Technology, Sylhet, Bangladesh

1992 – 1994

Second Class

Certificate Course on Research Methodology, The Foundation for Research on Educational Planning and Development, Dhaka, Bangladesh

January 2013 – March 2013



ONLINE VOLUNTEERING

Grant Proposal Writer for Ketiga Community Center (KCC), Uganda Jan 2013 – Jun 2013

Worked with Ketiga Online Fundraising Team through United Nation Volunteer (UNV) providing support to prepare grant proposal.



Mentor, UN Women Mentorship Program-2017

Jan 2017 – May 2017

Selected as Mentor under UN Women Mentorship Program-2017 and provide mentoring support to a mentee of Global Champion 2017 to formulate and implement web based project towards Women Economic Empowerment.



CONFERENCE PRESENTATION

- **International Conference on the Rohingya Crisis in Bangladesh: July 2019**
Organized by: North South University
Article: Older Person Inclusive Health in Rohingya Response
- **National ECD Conference 2019, November, 2019**
Organized by: Bangladesh ECD network
Article: Development Disparity on Opportunity in Early Learning for the Tea Garden Children



TRAINING DELIVERED

- **Age, Sex and Disability Issues in Community Based Protect Mechanism, May 2019**
Participant: UNHCR partner's (BRAC, ActionAid, TAI) Staff
Organized by: UNHCR
- **Sphere 2018 and Humanitarian Principles, June 2019**
Participant: Humanitarian actors in Rohingya Response
Organized by: NGO Platform, Cox's Bazar



TRAINING RECEIVED

- **Community Based Child Protection 02 Days, January 2020**
Educo Bangladesh, Dhaka
- **ToT on Humanitarians Principles 03 Days, February 2019**
RedR UK and NGO Platform of Rohingya Response, Cox's Bazar
- **Cash Transfer Programming 05 Days, December 2018**
Cash Learning Partnership-UK, Bangkok, Thailand
- **Climate Reality Leadership Corps 03 days, March 2016**
Climate Change Reality Project, Manila, Philippines
- **Training on REFLECT methodology 03 Days, August 2015**
ActionAid, Dhaka, Bangladesh
- **Training of the Trainers-TOT on Stop End of Early Marriage 03 days, May 2015**
Ministry of Women and Children Affairs, Dhaka, Bangladesh
- **Value Based Development 05 Days, November 2015**
Stromme Foundation, Telengana, India
- **Community Driven Development 02 Weeks, July 2013**
BV-PDTC, Andra Pradesh, India
- **International Workshop on Children's Cooperative 04 days, January 2013**
BUTTERFLIES-India, New Delhi
- **Training on Child Protection Policy 04 days, September 2013**
Learning for Life-UK, Dhaka, Bangladesh

ALTERNATIVE CONTACT

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MEMBERSHIP

Bangladesh ECD Network

Asia-pacific Regional Network for Early Childhood

South Asian Network of Development Economics and Environment

Civicus World Citizen Alliance (CIVICUS)

Internet Society

Mohammad Shariful Alam