

Curriculum Vitae Of Shila Jahan



Personal information:

Name : Shila Jahan
Permanent and Mailing Address : Rabby Manson, Holding no# 29, ward no# 54, Tongi, Gazipur City Corporation, Gazipur, Bangladesh.
Present Address : Charudip, Trishal, Mymensingh
Cell Phone : +88 01957-410970
Email : shilajahan970@gmail.com,

Summary/Profile:

I am a student of Human Resource Management (HRM) of Jatiya Kabi Kazi Nazrul Islam University. Mymensing, Bangladesh. Being a student, I want to contribute for creating free from hunger through my knowledge, experience and dedication. Beside this, I have more than 04 years' experience in social development sector. Work in diversified and challenging environment like Urban community under Gazipur City Corporation in Bangladesh. During this period, I worked on DRR, Water, Sanitation & Hygiene behavior (WASH), Reproductive and Sexual Health, Gender and rights, livelihood, education, and women empowerment program. To work as a part of a dynamic team where there is an opportunity to make significant contribution in the 'fight for a better world' along with developing personal skills.

Area of expertise:

- Have enough field experience in Community Approach interventions by using Participatory tools and techniques.
- Have experience to link the market with service providers and community groups.
- Have enough skill to conduct Session and orientation for the beneficiaries group.

PROFESSIONAL EXPERIENCE

1. Employer: Village Education Resource Center (VERC)

Position: EKATA Facilitator

Program: Building Resilience of the Urban Poor (BRUP) Project.

Funded by: C&A Foundation through CARE Bangladesh

Period: March 2016-Oct 2017

Key Roles of the position:

This responsible for the Community mobilization, formation of CBO & various groups like- women groups, children groups, adolescent girl groups etc. conduction of various training, orientation & awareness session. The position also responsible for carrying out the monthly, quarterly and yearly project activities and reporting as well. Besides these, this position also ensures the effective management of information center and also maintains strong relation and linkage with the various groups, committee and project personnel's.

2. Employer: World Vision

Position: Community Promoter

Program: Health and Nutrition.

Period: September 2018-August 2019

Key Roles of the position:

This responsible for the Community mobilization, formation of CBO & various groups like- women groups, children groups, adolescent girl groups, conduction of baseline and end line survey at HH level, organize and conduction of various orientation & awareness session on Health and Nutrition, Regular follow-up and monitoring growth and height for the pregnant women and children. The position also responsible for carrying out the monthly and quarterly project activities and reporting as well. Besides these, this position also maintains strong relation and linkage with the various groups, committee and project personnel's.

3. Employer: Digital Health

Position: Marketing Executive

Period: April to June, 2021

Key Roles of the position:

This responsible for the ensure of digital Health Care, Awareness raising interventions for low income community people and prepare beneficiaries database at Urban Community. The position also responsible for carrying out the monthly activities and reporting as well. Besides these, this position also maintains strong linkage with the targeted community people and project personnel's.

Major training Conducted:

- Orientation on Disaster Risk Reduction (DRR) for the CBO leaders.
- Orientation on awareness session on DRR and Women Empowerment for the women group.
- Orientation on Local Resource Mobilization for the for the Beneficiaries groups and CBO leaders
- Training on Community Mobilization for the CBO leaders.

Major training Received:

- ToT on Disaster Risk Reduction (DRR).
- Training on Facilitation Skills and Presentation.
- ToT on DRR and Women Empowerment.
- Training on Health and Nutrition.
- Orientation on Local Resource Mobilization.
- Training on Community Mobilization and Motivation.

Last Academic Qualification:

- Higher Secondary School Certificate in Business Studies group. CGPA: 4.75, Grade : A
- At present, I am a student of Human Resource Management (HRM) of Jatiya Kabi Kazi Nazrul Islam University, Mymensing, Bangladesh

Language proficiency: Have professional-level verbal and written communication skills both in Bengali and English.

Computer proficiency: Sound knowledge in in Microsoft Office Management and internet browsing.

Personal details:

Name	Md. Shila Jahan
Parents	Rahima Begum & Sirajul Islam
Marital Status	Unmarried.
Date of Birth	01 August, 1997
Nationality	Bangladeshi (By Birth).
Religion	Islam.
Blood group & Gender	B+ve and Female.

Referees Information:**1. Name and Designation:** Md. Kamrul Hassan, Field Team Leader

Organization name and Address: iDE, Sahin Manjil ,Holding No: 1173 (3rd floor), i'cddrb Road, Chakaria, Cox's Bazar, | Cell: +8801743-925299, Email: khasan@ideglobal.org

2. Name and Designation: Polash Mondol, Coordinator- Climate Change

Organization name and Address: CARE Bangladesh, Dhaka | Cell: +88 01752- 802302, Email: palash@carebangladesh.org

"I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE YOU TO VERIFY THE INFORMATION PROVIDED IN THIS CURRICULUM. "

Sincerely Yours

Shila Jahan

Dated :