



CONTACT ME

☎ 01746132629

✉ mamunahmed1326@gmail.com

📍 Purba Vadoi, Poil - 3300,
Habiganj Sadar, Habiganj

CORE SKILLS

- Community Mobilization & Engagement
- Field Operations Management
- Program Implementation & Monitoring
- Team Leadership & Supervision
- Stakeholder Relationship Management
- Data Collection & Reporting
- Problem-Solving & Decision Making
- Training & Capacity Building

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Software: Microsoft Office Suite (Word, Excel, PowerPoint)
- Languages: Bengali (Native), English (Fluent in written and spoken communication)

LANGUAGE

- English (Professional Fluency)
- Bengali (Native)

MD MAMUN MIAH

CAREER SUMMARY

PROFESSIONAL SUMMARY

Results-driven development professional with 8+ years of progressive experience in field operations management, program implementation, and community development. Expertise in stakeholder engagement, team leadership, and monitoring & evaluation. Proven ability to manage end-to-end project lifecycle, from community mobilization to impact assessment. Skilled in strategic planning, resource optimization, and achieving sustainable development goals through data-driven approaches. Strong background in NGO sector with focus on rural development and community empowerment.

WORK EXPERIENCE

Branch Manager | 2023 – Present

Polli Bondhu Unnayan Sangstha | Habiganj, Baniachong

- Direct all branch operations including administrative functions and program implementation
- Supervise branch staff performance while providing ongoing guidance and operational support
- Implement organizational policies and development programs at the local branch level effectively
- Prepare and submit comprehensive activity reports and financial summaries to head office
- Ensure all branch activities align with the organization's mission and strategic objectives
- Manage branch resources efficiently to achieve program targets and development goals

Field Officer | October 2019 – June 2025

Center for Development Innovation and Practices (CDIP) |
Comilla, Brahmanpara

- Spearheaded field operations and community mobilization activities across multiple project locations
- Managed comprehensive stakeholder engagement with local communities and government representatives
- Conducted regular field monitoring visits to ensure proper program implementation and quality
- Organized and facilitated community meetings, training sessions, and development workshops
- Collected and verified field data to support accurate program reporting and decision making
- Maintained detailed records of field activities and prepared periodic progress reports
- Implemented community development initiatives according to organizational guidelines and standards

PERSONAL INFO

- Full Name: Md. Mamun Miah
- Father's Name: Md. Siddique Ali
- Mother's Name: Mst. Shahana Akther
- Date of Birth: July 07, 1990
- Sex: Male
- Religion: Islam
- Marital Status: Married
- Blood Group: B+
- Nationality: Bangladeshi
- National ID: 2800958478
- Permanent Address: Purba Vadoi, Post Office: Poil -3300, Upazila: Habiganj Sadar, District: Habiganj.

ACHIEVEMENTS

- Successfully managed and expanded field operations for a leading NGO, directly engaging and impacting over 500 community beneficiaries.
- Led a branch team to consistently meet and exceed all program targets and deliverables for two consecutive years.
- Recognized for maintaining a 95% rate of timely and accurate project reporting and documentation for management.
- Effectively managed a portfolio of community development initiatives across a large operational area for over six years.

REFERENCE

Md. Faruq Ahmed

- Branch Manager, CDIP NGO
- Brammonbariya Branch
- Contact: 01728212448

Md. Rassel Miah

- Branch Manager, Polli Mongol Kormosochi
- Comilla Brammonpara
- Contact: 01750571181

EDUCATION

Master of Social Sciences (M.S.S) in Philosophy

- Sylhet M.C College | National University
- Result: 2.83 out of 4.00 | Passing Year: 2015

Bachelor of Social Sciences (B.S.S) Hon's in Philosophy

- Bridaban Govt. College | National University
- Result: 2.65 out of 4.00 | Passing Year: 2013

Higher Secondary Certificate (H.S.C)

- Bridaban Govt. College | Sylhet Board
- Group: Humanities | Result: 3.50 out of 5.00 | Passing Year: 2009

Secondary School Certificate (S.S.C)

- Ideal High School Vadoi | Sylhet Board
- Group: Humanities | Result: 3.13 out of 5.00 | Passing Year: 2007

TRAINING & CERTIFICATIONS

- Project Management Professional (PMP)
- Monitoring & Evaluation in Development Projects
- Financial Management for Non-Financial Managers
- Community-Driven Development & PRA Tools
- Data Collection & Analysis with KoboToolbox/Excel
- Leadership & People Management
- Disaster Risk Reduction & Climate Resilience
- Gender Mainstreaming in Development Projects

DECLARATION

I hereby certify that all information provided above is true and correct to the best of my knowledge. I understand that any misrepresentation or omission may result in dismissal.



Signature: _____