

RESUME OF DIPTINA CHAKMA

Address: Kutupalong, Ukhiya, Cox's Bazar.

Cell: 01837661672, 01537306514,

Email: diptinachakma527@gmail.com

Core competence

1. Expert in developing the shelter and WASH module based on shelter cluster standards as well as local contextualization.
2. Good knowledge of project execution within very extreme emergency periods. Budget management and budgeting Monitoring and evaluation and reporting with the UNSAID-funded compliance.
3. Project management, implementation, Supervision, Organizing, Ensuring quality work, and Coordination of the project activities, Rate analysis as per BD standards.
4. Good knowledge of DRR structure activity awareness sessions and training.
5. Good communication skills in reporting and writing.
6. Ability to work in any situation during an emergency.
7. Skill in expenditure tracking and monitoring. Being Able to Negotiate.
8. Commitment to and understanding of humanitarian activities' core values and principles.
9. Follow up water user group by maintaining wsp (water safety plan)
10. Follow up latrine user group by maintaining hygienic way
11. Session with MHM facilitator group
12. Meeting with wash committee
13. Meeting with CCC(PLTH)monitoring group
14. Session with children leader group by maintaining hygiene
15. Meeting with stakeholder 9,Daily Household visit and survey
16. Daily (CF RM) and monitoring check list.

Professional experience

1. AGRAJATTRA (An Organization for Integrated Social Development)

Coxsazar, Bangladesh (2023-3-27 to Till now)

Field Facilitator (1.2 yrs)

Duties & Responsibilities:

- Plan, design and manage the implementation of hygiene promotion measures to address priority public health risks according to the agreed plan, and complimentary to physical sanitation measures, to meet the needs in excreta disposal, wastewater.
- Mobilize communities, where appropriate, to participate fully in this program.
- Supervising the repairing works, dislodging, cleaning works by volunteers and reporting the progress of work.
- Monitoring the WASH Facilities status, reporting and making the plan of actions.
- Organizing, monitoring and reporting of Hygiene Promotion Session by H.P Volunteers
- Conducting Bio-gas user group orientation and capacity building session
- Train community facilitators, trainers and staff in hygiene promotion as appropriate.
- Develop/adapt hygiene promotion materials for use during an emergency operation for different target groups e.g. school children, those responsible for Operation and Maintenance (O&M).
- Use participatory approaches as far as possible throughout the programme cycle, in training, and in the use of toolkits and other materials.
- Monitor the impact of hygiene promotion activities and provide regular, timely and accurate narrative and financial information for inclusion in the donor's reports for the Team Leader or other parties.
- Ensure that hygiene promotion activities are in line with SPHERE standards, Federation Watsan and Health & Care policies and national policies.
- Perform any other related duties or responsibilities that may be assigned by the project team

2. NGO Forum For Public Health

Cox'sBazar, Bangladesh (04-03-2022 to 23-03-2023)

Position: Community Mobilizer

Major Responsibilities:

- Plan, design and manage the implementation of hygiene promotion measures to address priority public health risks according to the agreed plan, and complimentary to physical sanitation measures, to meet the needs in excreta disposal, wastewater.
- Mobilize communities, where appropriate, to participate fully in this program.
- Supervising the repairing works, dislodging, cleaning works by volunteers and reporting the progress of work.
- Monitoring the WASH Facilities status, reporting and making the plan of actions.
- Organizing, monitoring and reporting of Hygiene Promotion Session by H.P Volunteers
- Conducting Bio-gas user group orientation and capacity building session
- Train community facilitators, trainers and staff in hygiene promotion as appropriate.
- Develop/adapt hygiene promotion materials for use during an emergency operation for different target groups e.g. school children, those responsible for Operation and Maintenance (O&M).
- Use participatory approaches as far as possible throughout the programme cycle, in training, and in the use of toolkits and other materials.
- Monitor the impact of hygiene promotion activities and provide regular, timely and accurate narrative and financial information for inclusion in the donor's reports for the Team Leader or other parties.

3. Position: Hygiene Promoter (1.3 yrs)

SHED

Cox'sbazar, Bangladesh (5 Sep 2019 - 8 Dec 2020)

Duties/Responsibilities:

- Demonstration of hand washing
- Follow up water user group by maintaining wsp (water safety plan)
- Follow up latrine user group by maintaining hygienic way
- Session with MHM facilitator group
- Meeting with wash committee
- Meeting with CCC(PLTH)monitoring group
- Session with children leader group by maintaining hygiene
- Meeting with stakeholder 9,Daily Household visit and survey
- Daily (CF RM) and monitoring check list.

Education qualifications

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Master of Business Administration (MBA)	Accounting	Rangamati Govt. College	CGPA3.00 out of 4	2021
Bachelor of Business Administration (BBA)	Accounting	Rangamati Govt. College	CGPA:2.98 out of 4	2020
HSC	Business Studies	Khagrachari Cantonment Public School & Collage	CGPA:3.33 out of 5	2016

SSC	Business Studies	Khagrachari Govt. High School	CGPA:3.63 out of 5	2014
-----	------------------	-------------------------------	-----------------------	------

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
PSEA		Agrajattra	Bangladeshi	Coxbazar	2023	3days
Humanitarian		Agrajattra	Bangladeshi	Coxbazar	2023	3days
Sphere		Agrajattra	Bangladeshi	Cozbazar	2023	3days
Wholesale Management	Wholesale Management	NGO Forum For Public Health	Bangladesh	Cox's Bazar.	2022	2 Days
Education	Teaching	BRAC	Bangladesh	Cox`s Bazar.	2021	2 Days
WASH	Hygiene	SHED	Bangladesh	Coxs Bazar.	2020	2 Days

Language Skills

- English - Fluent in both writing and speaking.
- Bengali -Fluent in both writing and speaking.
- Chittagong local language-Fluent in both writing and speaking.
- Chakma- Fluent in both writing and speaking.

Personal Information

Name : Diptina Chakma
 Father's Name : Bimal Kanti Chakama
 Mother's Name : Supa Chakma
 Date of Birth : 23 July 1997
 Gender : Female
 Nationality : Bangladeshi
 Religion : Buddhist
 Blood Group : B (+ve)

Reference:

Reference : Atiqur Rahman
Designation : Project Manager
Email : atiqakanda@gmail.com
Phone : 01712651446

Reference : Shwkat Akbor
Designation : For public Health
Email : shawkatakbor730@gmail.com
Phone : +8801874771842

Yours truly,

Diptina Chakma