

## CURRICULUM VITAE OF

# Saiful Islam



### MAILING ADDRESS:

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Cox's Bazar. Cell # +8801862432283

Email: [toha235013@gmail.com](mailto:toha235013@gmail.com)

### CAREER PLAN

Driven by a profound commitment to community development and a rich background in field research and data collection, my career objective is to leverage my extensive experience as a Field Research Assistant, Enumerator, and Field Interviewer across diverse projects with organizations like DataSense Infolady Social Enterprise Ltd., CARE Bangladesh, SHUSHILAN, and Org-Quest Research Ltd. My journey has immersed me in initiatives ranging from climate-induced migrants in poor urban settlements to informal enterprise business surveys and food security and nutrition projects. I aspire to contribute my multifaceted skills in data collection via KOBO and ODK mobile applications, beneficiary verification, facilitating assessments, conducting FGDs, and ensuring project adherence. With a keen eye for detail, dedication to quality, and a track record of meeting daily targets, I aim to bring my passion for community engagement, research, and project execution to a dynamic role where I can make a meaningful impact on sustainable development and social welfare.

### ACADEMIC QUALIFICATION

#### Bachelor of Arts (BSS)

Institution : Cox's Bazar Govt College

Group : BSS

Board : National University

Result : Running

Passing Year : 2025

#### Higher Secondary Certificate (H.S.C)

Institution : Cox's Bazar City College

Group : Humanities

Board : Chittagong

Result : GPA- 3.86 out of 5.00

Passing Year : 2020

#### Secondary School Certificate (S.S.C):

Institution : Khalarmar Chara High School

Group : Science

Board : Chittagong

Result : GPA- 4.00 out of 5.00

Passing Year : 2018

### EXPERIENCE

#### 1. Organization : **Innovision Consulting Private Limited**

Position : Myanmar Curriculum Placement

Test & Data Entry Duration: 19 June, 2023 – 11 July, 2023

Job Location : Cox's Bazar

#### Duties/Responsibilities

\* Collect data from internal and external sources

\* Compile data into a digestible planogram

\* Analyze data

\* Present your findings to management

\* Ensure that all data is accurate and properly organized

#### 2. Organization : **Evaluation And Consulting Services Limited (ECONS)**

Position : Field Officer

Duration : 19 February, 2023 –

08 March, 2023 Job Location: Teknaf Host

Community, : Cox's Bazar

3. Organization : **RTM International**

Position : Enumerator

Duration : June, 2022

- July, 2022 Job Location : Ukhiya,

Cox's Bazar

- Collecting the data from the selected area through apps using TAB/mobile or structured questionnaire.
- Assisting the survey supervisor in data cleaning, validating, and triangulating for quality assurance
- Ensure field data quality through revisiting interviewees when required
- Reporting the progress activities in regular basis to the Focal person and taking necessary steps for smooth operation of the survey
- Performing other works relevant to the survey assigned by the supervisor. Maintain the daily assignment schedule strictly and mentality to work in tight schedule and extended time if required.

4. Name of the Organization : **SHUSHILAN**

Project : Self Help Group Assessment -2023

Designation : Enumerator

Working Period : 22 November 2023 to 2 December, 2023

Location : Ukhiya & Teknaf Upazilla

**Responsibility:**

- Conducted comprehensive assessments for 35 Self Help Groups (SHGs) as a dedicated Enumerator.
- Utilized KOBO Toolbox for efficient data collection, ensuring accuracy and timely submission.
- Mobilized and engaged beneficiaries to gather detailed information on Group business, activities, financial transactions, and banking statements.
- Coordinated the collection of vital documents, including Audit Reports and records of regular meetings.
- Demonstrated strong interpersonal skills to establish rapport with SHG members, facilitating smooth data collection.
- Successfully contributed to the overall assessment process, providing valuable insights for project evaluation and improvement

**Responsibility:**

- Data collection via KOBO Mobile application.
- Collected data by going door to door in designated area.
- Communicated with and updating DataSense as and when required.
- Collection of signed informed consent forms from the respondents.
- Ensuring the daily target completion of the designated area and the quality of the responses collected from the area.
- Following the organizational instructions in creating a good survey experience of the respondents.

5. Organization : **Innovision Consulting Private Limited**

Position : Myanmar Curriculum Placement

Test & Data Entry Duration: 30 June, 2024 – 04 Augst, 2024

Job Location : Cox's Bazar

## TRAINING SUMMARY

- Basic training on KOBO- Collect data Collection Under WFP
- Basic training Orux-Maps apps under World Bank.
- Basic training Census of Bangladesh.
- Participant on The Beach Cleanup program on occasion of “UNHCR BEACH CLEANUPPROGRAM 2019”
- Action to prevent child marriage: role of youth.

## PERSONAL ABILITY

- Strong communication skill.
- Hard working & Ability to work under pressure.
- Team work.
- Knowledge of Local Security.
- Strong analytical, logical and mathematical skills.

## COMPUTER & Digital LITERACY

- Basic Computer skills on Ms-word, Ms-Excel, Power Point & Internet.
- Emailing & Browsing
- Data Collection via Digital Data Tools

## LANGUAGE PROFICIENCY

- Bengali (Efficient in speaking and writing both)
- English (Satisfactory in speaking and good in writing)
- Local Language (Efficient in speaking Chittagonian & Rohingya)

## PARSONAL DETAILS

|                   |   |                                                                                                 |
|-------------------|---|-------------------------------------------------------------------------------------------------|
| Fathers Name      | : | Md Nazam Uddin                                                                                  |
| Mothers Name      | : | Sara Khtun                                                                                      |
| Date of birth     | : | 03/08/2003                                                                                      |
| Permanent Address | : | Vill: Anderghona, Kalarmarchara P.O: Moheshkhali -4710,<br>P.S: Moheshkhali, Dist: Cox's Bazar. |
| Present Address   | : | Cox,s Bazar Sadar.                                                                              |
| Nationality       | : | Bangladeshi (By birth)                                                                          |
| Religion          | : | Islam                                                                                           |
| Marital Status    | : | Single                                                                                          |
| Sex               | : | Male                                                                                            |
| Home District     | : | Cox's Bazar                                                                                     |
| NID Card No       | : | 6462770394                                                                                      |
| Blood Group       | : | O+                                                                                              |

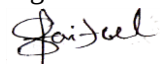
## REFERENCE:

|                                                                                                                    |                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mohammad Kajal</b><br>Shelter Supervisor<br>PMO, BDRCS.<br>Cox's Bazar, Bangladesh<br>Contact: +88 01878556314. | <b>Mohammad Shajahan</b><br>Programme Officer<br>Brac, Noakhali, Bangladesh<br>Email : shaandcox@gmail.com<br>Contact: 01829986303 |
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## DECLARATION:

I am **Saiful Islam**, declare that all of the information included here are true to my knowledge. If required and where applicable this document can be supported by appropriate authentic certificates.

Signature



(Saiful Islam)

