

Curriculum Vitae

Jhon Chakma

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Career Objectives:

To become a skillful and knowledgeable professional on social development work, by working for children, women and vulnerable community in manmade or natural harsh situation. Want to work in a practical situation where I may earn practical knowledge in learning by doing process and become a potential for my favorite job market.

Professional summary:

According to the personal passion, I'm involved in social works. I have 10 years of experience in the NGO sector. I'm sensitive well on Education, Rights, Health and social- cultural issues among different communities. I Expert to maintaining liaison with Hill District Council, Deputy Commissioner, Civil Surgeon, Upazila parishad, UNO offices, Upazila Health Complexes, WATSAN Committees, DPHE, Press and electronic media, UN Organizations, etc. Conduct, organize & facilitate regular meeting/ training/workshop with staff, stakeholder, religious leaders Govt. officials & prepare budget for them. I Have experience on data management, data quality assessment and data analysis. I'm result oriented worker, but flexible to the team and working situation. I've adapting mental strength to work in tough environments.

Professional experience:

Program Organizer: Worked as a Program Organizer in “Non-Formal Primary Education” Program, directly engaging with communities to promote education and protect women and children from violence. Major roles and responsibilities included:

- Communicating project information with direct and indirect beneficiaries.
- Organizing community awareness sessions on education, child protection, and prevention of violence against women and children.
- Providing basic training to designated teachers according to the curriculum.
- Assisting in organizing and facilitating community sessions, meetings, and events.
- Ensuring necessary materials and logistical support for training and program activities.
- Maintaining documentation, preparing reports, and supporting project monitoring activities.
- Coordinating with local stakeholders, teachers, guardians, and community leaders for effective program implementation.

Upazila Coordinator: PAHRA, Porbat Association for Human Resources and Assistance, Rangamati, 3 Years: I worked as an Upazila Coordinator in “**Chittagong Hill Tracts Leprosy Control and Rehabilitation**” Project. During the job I worked directly with the community leader and Civil surgeon. During the job my major role and responsibilities were-

- Coordinate or communicate with the Civil Surgeon or the concerned doctor.
 - Maintain regular contact with the beneficiaries and provide full cooperation as per the project.
 - Supervise all the work of the Upazila.
 - Provide guidance to colleagues, Monitoring works and assist when needed.
 - Facilitate Community-based all programs and awareness campaigns.
 - Assist to district coordinator to prepare an annual work plan, detailed implementation plan and annual budget for assigned Upazila.
 - Help to Monthly, quarterly and annual project report.
 - To organize and coordinate administrative arrangements for seminar, training, meeting and orientation.
 - Perform other related administrative and organizing.
- **Business Development Officer:** BNKS, Shoiloshova, Balaghata, Bandarban, 2 Years: I worked as a Business Development Officer in “**Sanitation Market Systems in Bangladesh**” (SanMarkS-II). During the job I worked directly with the community and Latrine Producer. During the job my major role and responsibilities were-
- Training sanitation Latrine Producer and Masons on the correct method of manufacturing and installing products.
 - To organize and coordinate administrative arrangements for seminar, training, meeting and orientation Organizing and conducting coordination meetings with the Representatives of all level.
 - Ensuring hygienic toilet facilities for all.
 - Improving the Sanitation business and ensuring the supply of sanitation products.
 - To awareness the benefits of using hygienic sanitation and effects of unhygienic the village level.
 - Collect a list of recent Hygienic Toilet users.
 - Documentation and reporting with google sheet.

Training:

- a. 2 Days Training on Human Rights for CHT Indigenous Women, Organized by Netherlands Embassy of Dhaka in Rangamati, in the year 2014.
- b. 3 Days Training on Pre-Primary Education Programme, Organized by BRAC in Rangamati, in the year 2013.
- c. 4 Days Training on management skills, Organized by PAHRA in Rangamati, in the year 2020.
- d. 5 Days Training on ways to recognize the symptoms of leprosy, treatment methods or about leprosy, The Leprosy Mission International-Bangladesh in Dhaka, in the year 2020.
- e. Technical Training (ToT) on Latrine Production (LP), Organized by iDE Bangladesh in Rangamati, in the year 2023.
- f. LPC (Latrine Production Center) Scouting Training, Organized by iDE Bangladesh in Rangamati, in the year 2023.
- g. Collect information through KoboCollect apps.

Educational Qualification:

◆ **MA(Masters)**

Institute : Rangamati Govt. College
Subject : Islamic History and Culture
CGPA : 2.77 (Out of 4.00)
Passing Year : 2018
Duration : 1 year
University : National University

◆ **BA(Honours)**

Institute : Rangamati Govt. College
Subject : Islamic History and Culture
CGPA : 3.03 (Out of 4.00)
Passing Year : 2017
Duration : 4 years
University : National University

♦ **Higher Secondary School Certificate(HSC)**

Institute : Kachalong Degree College
Group : Humanities
GPA : 3.00 (Out of 5.00)
Passing Year : 2013
Duration : 2 years
Board : Chittagong Board

♦ **Secondary School Certificate(S.S.C)**

Institute : Pablakhali Shantipur High School
Group : Humanities
Result : 2.94 (Out of 5.00)
Passing Year : 2011
Board : Chittagong Board

Computer Skills:

I'm using MS Word, MS Excel, MS Power Point, MS Access & Internet Browsing etc. for my daily works.

Others Skill:

11 years of Motorcycle driving experience with valid license.

Language Proficiency:

Bangla : As like native (Reading, writing and speaking)

English : Very good in reading and writing and good in speaking.

Personality:

- Friendly and cheering
- Music and sport lover
- Respectful to others

Interest & Hobbies:

- ♦ Social work,
- ♦ Traveling
- ♦ reading books
- ♦ Gardening
- ♦ Football

Personal Information:

Name : **Jhon Chakma**
Father's Name : Chandra Shekar Chakma
Mother's Name : Arun Prava Chakma
Nationality : Bangladeshi
Date of Birth : 17-11-1994
Religion : Buddhist
Blood Group : O+
Marital Status : Married
Gender : Male
Permanent Address : Vill: Jibtali, P/O: Marisshya-4590,
Upazilla: Baghaichari, Dist: Rangamati.
NID No : 8676091989

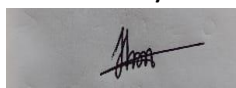
REFERENCE

	Reference:1	Reference: 2
Name	Kamanashis Khisa	Umme Marma
Designation	District Officer (BERCR- Project)	Finance and admin Officer (MJF-Project)
Organization	RHDC	Progressive
Address	Tabalchari, Rangamati sadar, Rangamati.	East Tribel Adam, Rangamati sadar, Rangamati.
Relation	Official	Sister
Email	kamanashiskhisa9@gmail.com	ummemarma87@gmail.com
Mobile	01645918490.	01625924605

Certification:

I'm consciously endorsing here that, to the best of my knowledge and belief, this bio-data correctly describes my qualifications, my experience and about me.

Sincerely



(Jhon Chakma)

Date:26.02.2026