



MD Ebrahim

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Address: Kurup Phata Jhiri, Lama, Bandarban.

Personal Information:

Name : MD Ebrahim
Father's Name : Shahab Uddin
Mother's Name : Sona Meher
Date of Birth : 05 March 1994
Blood group : O +
NID : 5979821153
Nationality : Bangladeshi
Marital status : Unmarried
Permanent Address : Kurup Phata Jhiri, Lama, Bandarban

Experience

Total Experience: 07 Years & 07 months.

1. Skill Development Field Assistant (SDFA)

Organization: Jagorani Chakra Foundation (JCF).

Duration: 1st January 2025 to 31 March 2026

Major Responsibilities:

◆ Implement and monitor Skill Development training activities at field level. ◆ Coordinate with CIC Office for official communication, permissions, and reporting. ◆ Support learner Survey, enrollment, and attendance monitoring. ◆ Prepare and submit attendance sheets of teachers, cleaners, night guards, and MPC staff with proper top sheet documentation. ◆ Organize and facilitate Parents Meetings and MPC Committee meetings. ◆ Prepare meeting minutes and ensure proper follow-up of action points. ◆ Maintain proper documentation, reporting, and data management using MS Word and Excel. ◆ Ensure compliance with PSEA and Child Safeguarding policies. ◆ Engage graduate learners in Income Generating Activities (IGA) to promote self-employment and sustainable livelihoods. ◆ Identify business opportunities and guide learners in starting small Enterprises. ◆ Conduct Entrepreneurship Training for learners including business planning, budgeting, marketing, and financial literacy. ◆ Organize and conduct Monthly Teacher Learning Circle (TLC) sessions to improve teaching quality and share best practices. ◆ Monitor and document learner progress in training and IGA activities. ◆ Communicate and maintain positive relationships with community leaders and stakeholders. ◆ Identify field-level challenges and report to supervisors for necessary action.

2. MPC In charge- ERC PROJECT

Organization: Jagorani Chakra Foundation (JCF).

Duration: 1ST March 2023 to 31th December 2025.

Major Responsibilities:

◆ Establish and enforce rules for behaviour and procedures for maintaining order among the students for whom they are responsible. ◆ Maintain accurate and complete student attendance as required by office policies, and administrative regulations. ◆ Establish clear objectives for all lessons, and sessions, and communicate those objectives to learner. ◆ Instruct learners in trade areas, use and maintenance of tools and materials related to trade, and safety precautions. ◆ Assessment and evaluates the achievement of the learner in technical knowledge and trade skills. ◆ Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.

3. Teacher at ERC-Education Project

Organization: Jagorani Chakra Foundation (JCF).

Duration: 19th October, 2019 to 28th February 2023.

Major Responsibilities:

- Properly complete teacher's activity.
- Class presentation on daily routine and target plan on lesson.
- Home visit of absence learner present.
- Daily report submit to supervisor.
- Lesson plan writing.
- Participation in meeting, training etc.
- Properly time maintain.
- Learning center documentation regularly update.
- Teamwork activity.

Academic Qualification:

Exam	Major	Institute	Result	Passing Year
MSS	Political Science	National University	CGPA-2.91	2021
BSS (Pass)	Political Science	National University	CGPA-2.68	2016
HSC	Humanities	Chittagong Education Board	GPA-2.30	2013
SSC	Business Studies	Chittagong Education Board	GPA-2.94	2010

5. Computer skill :

MS Word	MS Excel	MS PowerPoint	Adobe Photoshop	Other
Advance Formatting Skills	Advance Functions Skills	Professional Experience Section	Professional Experience Section	

Training Summary:

TPD	TPD (Teacher's Professional Development)	Save The Children	Cox's Bazar	2025	14 Days
Level 2	Level 2 BBH(Block boutique & handcraft)	SKUS	Cox's Bazar	2025	15 Days
DRR	Key concept on DRR (Definition, classification, Disaster Management). Disaster preparedness. Reducing Risk Factor. Action plan.	JCF	Kutupalong, Ukhiya, Cox's Bazar	2023	03 Days
Child Safeguarding (CSG)	Develop a basic awareness on safeguarding to all and ensure safe environment for partnering, beneficiaries, staff, volunteer and communities. Goal. Objective. Code of conduct. How to response to & Report concerns... ?.	JCF	Kutupalong, Ukhiya, Cox's Bazar	2022	03 Days
Lesson Plan Development	Definition of Lesson plan..? Importance of lesson plan. Teaching learning process. Child centered approach. What are the step of lesson plan?	JCF	Kutupalong, Ukhiya, Cox's Bazar	2022	02 Days
Introduction to Inclusive Education	Definition, Importance of it, Its benefits. Barriers to Inclusive education and how to overcome..?	JCF	Kutupalong, Ukhiya, Cox's Bazar	2022	03 Days

PSEA and PSS	Purpose, What is PSEA...? Highlights of JCF PSEA. Policy, Vision, Goal, 6 core principles. Gender Based Violence, Sexual Exploitation and abuse, Sexual Harassment.	JCF	Kutupalong, Ukhiya, Cox's Bazar	2022	02 Days
Subject Based Training	Definition of Myanmar Curriculum, Life Skills, Description. Importance of education.	JCF	Kutupalong, Ukhiya, Cox's Bazar	2021	2 days
Learning Materials Development	What are the step of learning materials development? It	JCF	Kutupalong, Ukhiya, Cox's Bazar	2021	03 Days
Early Child Development(ECD)	Why an ECD kit? What is inside the ECD kit? How can you use the ECD kits? Its importance.	JCF	Kutupalong, Ukhiya, Cox's Bazar	2021	02 Days
Project Management	What is project? Responsibilities of Manager. Plan and act. Focus on the project	JCF	Kutupalong, Ukhiya, Cox's Bazar	2020	02 Days

Language Proficiency:

Language	Reading	Reading	Speaking
Bangla	Fluency	Fluency	Fluency
English	Fluency	Fluency	Good Command
Chittagong Dialogue	Fluency	Fluency	Fluency

Reference(s):

Reference(1)	Reference(2)
Name : Nasrin Akter Shoshi	Name :Jashim uddin
Organization : Jagorani Chakra Foundation	Organization :Jagorani Chakra Foundation
Designation : <i>Adolescent Officer (AO)</i>	Designation :Quality assurance Coordinator
Address : ERC Project, Ukhiya, Cox's Bazar.	Address : ERC Project, Ukhiya, Cox's Bazar.
Mobile : 8801674-993502	Mobile :8801776-527630
E-Mail : nshoshi22@gmail.com	E-Mail :jashim.bracug@gmail.com
Relation : Professional	Relation :Professional

Certification:

I, the undersigned scarify that, to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any willful misstatement described herein may load to disqualification dismissal, if employed.

Thanks & Regards



MD Ebrahim