

CURRICULUM VITAE OF MISON CHAKMA



Mailing Address:

Bogoltoli, Word no. 3, Baghaichhari, Rangamati

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CAREER OBJECTIVE

To work for progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve organization's goal while achieving my personal goals.

JOB EXPERIENCES

1. Name of Organization	ICDDR,B
Designation	Field Attendant
Duration	02 January 2024 to 27 February 2025
Job Responsibilities	• Finding the presumptive TB cases by active case-finding process with the use of screening tools as per national TB control guidelines. • Referral of the presumptive TB cases to the physicians of assigned UHC Hospitals for further evaluation. • Ensuring all types of investigations according to the physician's advice. • Ensuring enrollment of TB patients, their treatment and regular follow-up. • Collecting data on index cases and conduct their house visits. • Collecting and documenting patients' information using Tab/computer. • Operating mobile, Tab, computer, printer etc. and software like MS Word & Excel. • Maintaining necessary registers. • Maintaining coordination with field staff, govt. health officials, officials of concerned partner NGOs. • Any other tasks assigned by the supervisor.
2. Name of Organization	BRAC
Designation	Project Assistant (TB & Malaria)
Duration	3 Years
Job Responsibilities	• Creating timelines, milestones, and deliverables to contribute to effective project planning.

	• Following up on the progress of action items and other tasks and reporting to the project manager. • Supporting team members in completing their tasks to ensure they meet milestones. • Updating and organizing project files, such as meeting minutes and progress reports. • Using project management software to maintain charts and process flows.
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TRAINING & WORKSHOP

Title of training/workshop	Institution	Major Topics Covered	Duration	Training Year
U.S. Family Planning and Abortion Requirements	Global Health eLearning Center	Family Planning and Abortion	10 Hours	2024
Basic Training on Tuberculosis	icddr,b	Tuberculosis related basic information	5 Days	2024

ACADEMIC QUALIFICATION

Bachelor of Business Administration (BBA)	Institution : National University Subject : Management CGPA : 2.86 (out of 4.00) Duration : 4 years Passing Year : 2018
Higher Secondary Certificate (HSC)	Board : Chittagong Board Group : Business Studies GPA : 4.00 (out of 5.00) Passing Year : 2014
Secondary School Certificate (SSC)	Board : Chittagong Board Group : Business Studies GPA : 3.00 (out of 5.00) Passing Year : 2010

COMPUTER SKILLS

- MS Office Application, Internet Browsing.

Language Proficiency

- Good command over reading, writing, listening and speaking in Bengali, English, Chittagong & Local.

PERSONAL DETAILS

Name	Mison Chakma
Father's Name	Suresh Chandra Chakma
Mother's Name	Devi Chakma
Permanent Address	Vill: Bogoltoli, Po: Baghaichhari-4590, 03 no. word, Upazila: Baghaichhari, Rangamati Hill District
Present Address	Vill: Bogoltoli, Po: Baghaichhari-4590, 03 no. word, Upazila: Baghaichhari, Rangamati Hill District
Date of Birth	20 February 1995
Nationality	Bangladeshi (by Birth)
Blood Group	AB (+ve)
NID No	6415494456
Gender	Male
Religion	Buddhist

REFERENCES

1. Paritosh Chakma Programme Assistant ACTB Project ICDDR,B Mobile: 01713287401 E-mail: PARITOSH.CHAKMA@icddr.org	2. Biro Chakma Upazila Manager TB & Malaria BRAC Mobile: 01885955010 E-mail: chakmabiro.malaria@gmail.com
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Declaration:

I hereby declare that all the information provided me regarding my educational qualification and personal information is true to the best of my knowledge and I bear all the responsibilities of any possible discrepancies.

Mison Chakma