

CURRICULUM VITAE

Md. Mizanur Rahman

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CAREER OBJECTIVE

Looking for hard, challenging and interesting job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovative and from where I will be able to enhance my knowledge and ensure sustainable development. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. To provide transparent and qualitative service through team approach. To improve professional to complete and adopt the future change. To experience and learn developing work skill.

Highly experienced in **field-level data collection, digital data entry, verification, and reporting**, including regular use of **Cobtoolbox/KoBo-based tools** for surveys, monitoring, and beneficiary tracking. Strong skills in **baseline surveys, monitoring formats, beneficiary database management, and MIS reporting**, with high accuracy and compliance to donor standards. Adept at using **Workday, MS Excel, Word, and digital data platforms** to support evidence-based decision-making, accountability, and program learning.

WORK EXPERIENCE

Position: Upazila Coordinator (UC)

Project Name: Activating Village Courts in Bangladesh Phase-III Project.

From: August 2023 to April 2026

Donor: United Nations Development Programme (UNDP)

Employer: Eco-Social Development Organization (ESDO)

Location: Bagatipara and Naldanga, Natore.

Job Description / Responsibility.

Key duties:

Community Mobilization and provide support to respective UP Chairman, UP Secretary and Admin Assistant cum Computer Operator for Village Courts activation. Identification of Community Platforms, Identify appropriate participants for different interventions. Implementation of the project activities effectively in the field. Development capacity building to UP representatives, women, the poor and relevant stakeholders. Distribution IEC Materials and Organize Video show.

WORK EXPERIENCE

Position: Program Officer (PO)

Project Name: Improving environment for self-reliance of affected population across Myanmar displacement axis.

From: November-2022 to July 2023

Donor: Danish Refugee Council (DRC)

Employer: Eco-Social Development Organization (ESDO)

Location: Ukhiya, Cox's Bazar.

Job Description / Responsibility:

Prepare Baseline survey tools. Conduction baseline survey and resource identification for exploring livelihood development schemes. Information disclosure and motivation of potential beneficiaries for bringing them under self-employment schemes using local resources and linking with external buyers and markets. Identify training organizations and negotiate them for deployment in skill training of the TGBs and mobilize them in obtaining skill training on production businesses. Prepare Training & business plan and mobilize trained TGBs on self-employment. Develop micro-enterprise for livelihood groups and individuals, mobilize them in operation, monitor and following up to ensure effective operation and profit making.

WORK EXPERIENCE

Position: Community Development Officer (CDO)

Project Name: Plastic Waste Management Project.

From: August 2021 to October-2022

Donor: United Nations Development Programme (UNDP)

Employer: Eco-Social Development Organization (ESDO)

Location: Narayanganj City Corporation.

Job Description / Responsibility:

Working in business model with Waste Picker, Street Cleaner & Hawker Creating entrepreneurship capacity building and attitude among Waste Picker & CSO

Activities for community engagement for sustainability of waste management and business model.

Coordinating field office managements & logistics

Necessary & effective coordination with GO, NGOs, Ward Councilor and relevant stakeholders

Report submitted on time.

WORK EXPERIENCE

Position: Field Monitor (FM)

Project Name: School Feeding Program (SFP) in Property Prone Areas.

From: July 2017 to July 2021

Donor: Directorate of Primary Education (DPE)

Employer: Eco-Social Development Organization (ESDO)

Location: Demra, Dhaka

Job Description / Responsibility:

School Monitoring and implement essential learning package. Collecting monthly utilization report and assist Monitoring & Reporting Officer (MRO) to prepare report. Build awareness of the students about nutrition, sanitation, health and hygiene. Attend Various Meeting of the schools feeding program. **Joint school monitoring with the DPEO, TEO, ATEO and higher authority of DPE.**

TRAINING INFORMATION:

Sl	Name Of Training	Duration	Training Institute
1	Training on GPS Based E - Monitoring System (GEMS), Project Monitoring Evaluation System (PMIS)	4 Days	United Nations Development Programme (UNDP)
2	TOT On Village Courts	5 Days	United Nations Development Programme (UNDP)
3	Training on Gender and Development	1 Days	Eco-Social Development Organization (ESDO)
4	Training on internal governance and accountability.	1 Days	Danish Refugee Council (DRC)
5	Training on Envernment Awarness	2 Days	United Nations Development Programme (UNDP)
06	Training on Woman Human Rights	1 Days	Eco-Social Development Organization (ESDO)
07	Training on internal governance and accountability	3 days	Danish Refugee Council (DRC)
08	Training on Participatory Planing	2 days	Danish Refugee Council (DRC)
09	Training on Participatory Action Research	2 days	Danish Refugee Council (DRC)

10	Basic Training of Trainer (TOT)	2 days	Danish Refugee Council (DRC)
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Education Qualification

M.A (Master of Arts)

Institution : Dinajpur Govt. College.
 Subject : Bangla
 University : National University
 Passing year : 2014
 Result : C.G.P.A-2.78 (Out of 4.00)

B.A (Bachelor of Arts)

Institution : Dinajpur Govt. College.
 Subject : Bangla
 University : National University
 Passing Year : 2013
 Result : 2nd Class

H.S.C (Alim)

Institution : Nekmarad Peer Nasaria Islamia Senior Alim Madrasah
 Group : General
 Board : Madrasah
 Passing Year :2008
 Result : G.P.A-3.75 (Out of 5.00)

S.S.C (Dakhil)

Institution : Nekmarad Peer Nasaria Islamia Senior Alim Madrasah
 Group : General
 Board : Madrasah Passing
 Year :2006
 Result : G.P.A-3.83 (Out of 5.00)

COMPUTER SKILL Windows Operating System, **MS-word, MS-excel, MS-power point, MS-access,** Internet Browsing. Well knowledge about **SPSS**.

COMMUNICATION SKILL

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	Medium

PERSONAL DATA:

Name of Father : Md Samiruddin
 Name of Mother : kesiron
 Permanent address : Vill: Parkunda, Post: Nakmorad: Upz: Ranisankail Dist: Thakurgaon
 Date of birth : 01.03.1991
 Nationality : Bangladeshi by birth (ID NO-5502631624)
 Religion : Islam
 Marital Status : Un-Married
 Language : Bengali & English

Reference:

Jaminy kumar Roy

Head of Programme

Eco-Social Development Organization (ESDO)

Collegepara, Thakurgaon-5100

Bangladesh.

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Md.Masud Rana

Project Manager

Eco-Social Development Organization (ESDO)

Healthy Village in Urban Program

Lalmonirhat

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I, the undersigned, certify to the best of my knowledge and belief that the mentioned data are correct which describe my qualification, experience and me.



Signature Date:

Date: 06/01/2026