

RESUME OF MOHAMMAD ALI SHEEKDER



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02. Permanent Address : Master Villa, Md. ali shah Road, Cement
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03. Professional key Qualification: About 27 Years experience in socio economic development activities particularly in rural Development specializing in Micro- Enterprise/ Small Business Development, Social Development active Worker of Disaster Management, Rural Credit, Marketing and Training/Skill Development. I was worked extensively in the rural poor people who have constraints and opportunities facing enterprise development. I have also vast experience or working with reputed micro-credit institution, Garneen Bank. During the service of Grameen Bank got expertise on group formation, branch inspection and staff management. He has vest knowledge on Social Development, Community Development Micro-Finance program.

04. Technical Skill: Health education, Trading, micro finance operation and management, feasibility study of project and micro-enterprise management, repot writing, financial management, book keeping and accounting on micro-finance program and facilitation.

5. Education:

Name of Exam	Discipline	Passing year	Division/Class	Board/Varsity
M.A	Islamic History & Cultural	1994	2 nd	Dhaka Varsity
B.A (Pass)	Humanities	1990	2 nd	Chittagong Varsity
H.S.C	Humanities	1988	2 nd	Comilla Board
S.S.C	Science	1986	2 nd	Dhaka Board

06. Experience:

S.I	Job Recorded	Name of Position/Organization	Major Responsibility
1.	1 st May 2009	Executive Director, Sopnil Bright Foundation	<p>Position Ensure the direct and overall responsibilities of the origination as an Executive Director, after having designed tighter the plan of action.</p> <p>Management of Project a) Develop new topics/areas of intervention in closed collaboration with local government to develop the activities.</p>

SL	Job Records		Name of Position/ Organization	Major Responsibilities
	From	To		
				<p>b) Participate to Annual and Planning Report c) Overall responsibility of supervising d) Making Projects plan of actions e) Ensure close, productive and positive relation f) Facilitate of a working team. g) Mobilizing through coordination meetings Technical Coordination h) Have taken a key role to play either as an advised facilitator to gather the appropriate resources.</p> <p><u>Preparation of documents/projects for donors</u></p> <p>a) Define projects strategies, plan of implementation documents and proposal in close coordination with other key b) Following up the projects' proposals and ensuring close relation with the partners c) write projects' proposals for donors, as Well as activity reports donors.</p> <p><u>Relationship with partner</u></p> <p>a) Real experience working on cyclone and natural disaster response projects funded by PDAP b) Receive Portfolio of applications or partnership request coming from NGOs, authorities or INGOs. c) organize and facilitate the coordination meetings and all general and technical visits necessary for selection of partners d) Negotiate and design with the partners the future projects</p> <p><u>Team management</u></p> <p>a) Take disciplinary measures for national staff and refers to the Country Director for expatriate in case of professional misdemeanor b) Manage the program team meeting and support / accompany other project managers</p> <p><u>Local resource mobilization</u></p> <p>a) Identifying local resource person with a view to projects and capacity building of partner organization.</p> <p><u>Reporting and communication</u></p> <p>a) Develop the networks (specially at partners level) with the Country Director, to become a reference person at level of HI Bangladesh b) Ensure a regular system of reporting from the others including measurable data c) Produce quarterly report of activities) Produce visit report .on visits on the field e) Produce annual port of the projects with qualitative data f) Produce from report of the projects g) Produce regular information for the team through internal newsletter to produce information for sponsors under the supervision of the sponsorship responsible</p> <p><u>Representation</u></p> <p>a) Play a role of representation of Handicap International in the country through meetings and publications b) Have to sign official documents related to the projects, with counter signature of the Country Director c) Accountable to the image of the organization in Bangladesh and must promote its philosophy and approach</p>

Disaster and Environment Management:

Puts emphasis on disaster and environment management programme to increase the awareness on disaster preparedness as well as to ensure disease free environment by its adequate management. This programme has been considerate as a significant component of the organization. Disaster management and preparedness training, rescue and evacuation, contingency plan, day observation etc are notable activities under this program.

Earth quake preparedness in Dhaka city is one of the important activities under disaster management program. part of the activity Sopnil Bright Foundation is involved to raising awareness among the community people under Dhaka city.

Objectives:

- To increase the capacity of individuals, families and society to combat disaster.
- To reduce detrimental effects and damages of disaster in familial, institutional and public life.
- To increase competence and capability of the local government and other government and non-government institutions to encounter disaster.
- To improve the status of service like relief and rehabilitation for the disaster- affected people.
- To prevent environment degradation through proper management and preservation of environment.

Activities:

Disaster preparedness Activities:

- Organize training, workshop, seminar sessions and campaign program to make people aware on effects of disaster and its preventive mode.
- Prepare and update contingency plan
- Risk and resource mapping, formation of volunteer group and disaster management committee.
- Preserve food and the fodder for livestock.

9. Disaster Mitigation Activities:

- Rescue vulnerable people and their resources and replace to the safer place
- Building of household structures and social institutions above higher level than plane surface.
- Facilitate people to set up latrines and tube- well at raised place
- Help victimized family to repair their destroyed house that eroded by flood or by other natural disaster
- Create safer place like flood shelter, cluster village, school ground rising etc.
- Ensure medical services for protesting water born diseases.

Name of the Organization : Dhaka Ahsania Mission
 Position : Programmer officer
 Responsibilities : Central Coordinator
 Duration : From July 2004- December 2006
 Position : Finance Consultant (Head office Based)
 Responsibilities : Chief facilitator.

Leader of four district-world Bank project

Duration : January 2007- May 2009
 Name of the Organization : PROSHIKA MANOBIK UNNAY KENDRA
 Position : SPO (Senior Program Organizer)
 Responsibilities : ZC (Zonal Coordinator)
 Duration : From March 2002 to July 2004.

- **(Zonal Coordinator)**
- Coordinator and monitor the implementation of the assistance programmer at District/ Upazila level in close collaboration with implement partners both GOB/NGOs partners.
- Supervise & monitoring all activities of the Area Development centre.
- Supervise the activities of a group of 3000
- Make activity plan (Monthly, Quarterly& Yearly) for the zone and the worke
- Prepare yearly budget of the zone.
- Prepare Quarterly, Half yearly and yearly report on the activities of the zone

SL	Job Records		Name of Position/ Organization	Major Responsibilities
	From	To		
				d) Respect an obligation of discretion on all confidential information pertaining to the organization e) Respect strict public stance of political and religious neutrality of the organization f) perform any other activities are requested by the country Directo

B: Position : **Area Coordinator**
 Organization : Proshika Manobik Unnayan Kendra
 Duration : Two years (2002-2004)

Major responsibilities:

- Planning, monitoring and evaluating of micro-finance program
- Project prefeasibility assessment
- Prepare yearly credit plan and implementation and realization
- Supervise, support and guide Socio-economic development worker (SEDW)
- Assess the Training needs of worker and take necessary action for their development
- Plan, monitor and management the savings program of target beneficiaries
- Ensure the proper accounting system of savings program
- Staff and beneficiaries training follow-up and monitoring
- Ensure self-help group development
- Do the group development assessment and taking necessary actions
- Do the credit Portfolio quality and trend analysis and share with other team members
- Reporting and documentation
- Liaison with government and nongovernmental organization at assigned working area

C: Position : **Training coordinator**
Organization : Proshika Manobik Unnayan Kendra
Duration : Two years (2001-2002)

Major responsibilities:

- Conduct and ensure all type of Formal and non-formal Human development practical skill development training
- Identify the need of the training of area office staff.
- Co-ordinate, Supervise, Monitor and Follow-up all activities of the program area.
- Prepare report through data analysis on the basis of training related information dated.
- Maintain liaison with Area Co-coordinator and Central Training coordinator and inform them about the training need staff
- Provide feedback about the weakness and short fall of the training conducted by trainer.
- Monitor the training meeting
- Organized monthly meeting.
- Prepare monthly, quarterly, half yearly and yearly training related report of the centre.
- Make training plan (Monthly and Yearly) for the centre.
- Provide all type of support to the NFPE (Non-Formal Primary Education) and Adult Literacy program of the centre.

D: Position : **Senior field organizer**
Organization : Proshika Manobik Unnayan Kendra
Duration : Three years (1997-2000)

- Approve budget and expenditure of formal and non-formal training, Employment and income generating (EIG) project Alt type of administrative cost of zone
- Approve transport allowance (TA) and Daily Allowance (CA) of all Area Coordinators of the zone
- Approve leave of al staff and all sort of expenditure of motorcycle and Bicycle of the zone
- Conduct Training for the Trainers of the zone.
- Observe training conducted by the zone and give advice and guidance to the trainer for improving quality of the training
- Evaluate the training organized or conducted by the zone and prepare Evaluation repot of those
- Chair all Co-ordination meeting of the zone
- Visit running and currently completed project to monitoring & observation the progress of the project Provide feedback and give necessary advise to the concern worker to improve the activities on the basis of the observe and monitoring findings
- Supervise whether all register update or not
- Supervise whether all register update or not.
- Supervise the financial activities of the zone.

- Maintain liaison with Govt. and other NGOs.
- Organize workshop and seminar and take necessary step for celebrating deferent National and international Days
- Attain different workshop Seminar and meeting organized by central office

04. Detailed Tasks Assigned:

- Planning
- Prepare Program, monitoring and follow up plan
- Logical framework analysis to the program
- Prepare the annual work plan using PRA in the participatory planning process
- Design social and micro-credit program
- Plan for the recruitment of the staff

Reporting

- Prepare program implementation report in Monthly, quarterly and Yearly basis
- Prepare the yearly status report of the program.
- Preparation and updating implantation policy and guidelines for the program,

Program Implementation

- Provide programmatic assistance by analyzing data from monitoring report and other qualitative progress reports
- Providing guidance, support and training to the staff
- Implement various programs, supervise its proper implementation and review the project proposals
- Prepare proposals and action plan for Employment and Income Generating activities, organization building, human and practical skills development training, savings scheme and other programs

Performance Management and Staff development

- Assessing training needs and designing training curriculum. Preparation and updating of training modules and brochures
- Provide necessary programmatic and personnel development supports
- Performance evaluation of the staff

Budget Management and Procurement

- Initiate and generate financial data and information required for developing programs budget documents
- Prepare budget proper monitoring of budget and generate various budget related reports
- Prepare annual budget of the program for the implementation level
- Evaluate the training organized or conducted by the centre and prepare Evaluation report of those
- Chair all Co-ordination meeting of the centre
- Visit running and currently completed project to monitoring & observation the progress of the project. Provide feedback and give necessary advise to the concern worker to improve the activities on the basis of the observe and monitoring findings
- Supervise whether all register update or not
- Supervise liaison with Govt. and other NGOs.
- Organize workshop and seminar and take necessary step for celebrating deferent National and International Days
- Attain different workshop, seminar and meeting organized by central office

Training Coordinator:

(a) Worked as an area training coordinator at panchlaish area development centre in Chittagong under urban poor development program (UPDP) of Proshika Manobik Unnayan Kendra (PMUK) from November 1997 to February 1998

(b) Worked as an Area Training Coordinator at Pahartali Area Development Centre in Chittagong under Urban Poor Development Program (UPDP) of Proshika Manobik Unnayan Kendra (PMUK) from September 1996 to November 1997.

Responsibilities:

- Conduct and ensure all type of Formal and non-formal Human development practical skill development training
- Identify the need of the training of area office staff
- Co-ordinate, Supervise, Monitor and Follow-p all activities of the program area
- Prepare report through data analysis on the basis of training related information dated
- Maintain liaison with Area Co-ordinator and Central Training Co-ordinator and inform them about the training need stat
- Provide feed back about the weakness and short fall of the training conducted by trainer
- Monitor the training meeting
- Organized monthly meeting
- Prepare monthly, quarterly, half yearly and yearly training related report of the centre.
- Make training plan (Monthly and Yearly) for the centre

Provide all type of support to the NFPE (Nor - Formal Primary Educaton) and Adult Literacy Program of the centre.

(As a Senior Field Organizer)

Worked as a Senior Field Organizer at Area Development in Dhaka Under Urban Poor Development Program (UPDP) of Proshika Manobik Unnayan Kendra (PMUK) from June 1995 to September 1996.

Responsibilities:

- Group Fomation
- Conduct Formal and Non-Fonal Training for the group members.
- Make close contact with the group and discuss on deferent issue with them
- Ensure Group savings, loan cisbursement and income generating (EIG) project according revolving loan fund (RLF) Policy of (PMU).
- Take necessary step for strengthening the group management
- Prepare plan for group activities
- Provide all type of support to the group for taking any social activities

Major responsibilities:

- Organization building among the poor
- Assessing project feasibility
- Assess Training needs and organize training for beneficiaries
- Offering skill development training such as Poultry Management, Account Management, Micro Credit Management
- Disaster management
- Education programme management
- Adult Literacy programme
- Health education programme
- Liaison with Government and Non government organization and local leaders.
- Plan and implement micro-savings program
- Plan, Implement and management micro-credit program

5. Training/Workshop Attended: I have attended the following training and workshop during my service period.

Course	Duration	Organization
1. IWRM Internation Workshop on Regional Mobilization	7 Days	Kualalumpur, Malaysia
2. Child Protection & Entry Trafficking Seminer	5 Days	Bankok, Thailand
3. Disaster Management & Climate Change Purpose	5 Days	Singapore city
4. International Fund Raising Congress	5 Days	Joypur, Rajshat, India
5. Credit and Savings management	6 Days	Proshika Manobik Unnayan Kendra
6. Development and Organization	12 Days	Proshika Manobik Unnayan Kendra
7. Credit Savings and financial management	7 Days	Proshika Manobik Unnayan Kendra
8. Health and nutrition education	7 Days	Proshika Manobik Unnayan Kendra
9. Women and Development	12 Days	Proshika Manobik Unnayan Kendra
10. . Audit functional literacy	12 Days	Proshika Manobik Unnayan Kendra
11. Environment and development	12 Days	Proshika Manobik Unnayan Kendra
12. .Disaster and development	7 Days	Proshika Manobik Unnayan Kendra
13. Managment and development	12 Days	Proshika Manobik Unnayan Kendra
14. Praticipatory Rural Appraisal (PRA)	5 Days	Proshika Manobik Unnayan Kendra
15. Vegetable Cultivation	5 Days	Proshika Manobik Unnayan Kendra
16. Fish Culture	4 Days	Proshika Manobik Unnayan Kendra
17. Planning and Management of income Generation Projects for the rural poor	5 Days	Proshika Manobik Unnayan Kendra
18. Participatory organization Analyses Process (POAP)	3 Days	Proshika Manobik Unnayan Kendra

Name of the other Forum/Network or consortiums the organization is member of

<p>Name of the other Forum/Network or consortia the organization is member of.</p>	<p align="center"><u>Affiliated with the following networks</u></p> <ul style="list-style-type: none"> • <u>IPCSB- immunization program of the Civil Society of Bangladesh.</u> <p align="center"><u>Divisional Chair, Chittagong Division.</u></p> <ul style="list-style-type: none"> ▪ Action against Trafficking and Sexual Exploitation of Children (ATSEC), Bangladesh ▪ Coordinator, NGO coordination, Chattogram District. ▪ Vice President, Development Agencies in Bangladesh (ADAB) ▪ Focal Person, Coalition for the Urban poor (CUP), Chittagong District. ▪ Member District Legal AID Committee (DLAC), Chittagong. ▪ National Member CSA for SUN, Bangladesh ▪ Member< Chittagong Social Development Foundation.(CSDF) ▪ Member Consumer Association Of Bangladesh (CAB), Chittagong Mohanagar. ▪ Bangladesh Anti Tobacco Alliance (BATA) ▪ Global Network of Civil Society Organization for Disaster Reduction (GNDR) ▪ Bangladesh NGOs Network for Radio and Communication (BNNRC) ▪ Bangladesh Shishu Adhikar Forum (BSAF) ▪ Centre for Disability in Development (CDD) ▪ Coordination Council for Human Rights (CCHRB) ▪ Campaign for Good Governance (SUPRO) ▪ Society for Participatory Education and Development ▪ National Forum of Organizations Working with Disabilities (NFOWD) ▪ National STD/AIDS network of Bangladesh ▪ Women & Child Protection Network (WCPN), Stop Violence Coalition <ul style="list-style-type: none"> • National Alliance of Humanitarian Actors, Bangladesh (NAHAB) Membership Form
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