

# Md. Fazle Rabbi

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Purbasatty, Ulania, Mehendiganj, Barishal-8272, Bangladesh

## OBJECTIVE

I am an experienced young professional with a strong academic profile and background in INGO project implementation within the workforce of the agro-food processing industry. My journey began during my undergraduate degree, driven by a commitment to prepare myself through prior learning and make meaningful contributions, especially in areas where my expertise aligns with industry needs.

## EXPERIENCE

- Project Assistant** September 2024 - March 2025  
*Helvetas Swiss Intercooperation Bangladesh* USAID funded Feed the Future Shamortha Plus Activity
  - **Led on-the-ground implementation** of project activities within the agrifood processing sector, ensuring alignment with USAID private sector development objectives and addressing operational challenges in real time.
  - **Coordinated and tracked 83 training sessions** based on Competency-Based Training (CBT), contributing to the training of more than **3,800 industry beneficiaries** at multiple factory sites.
  - **Developed and monitored monthly and quarterly action plans**, ensuring timely execution of key deliverables, effective coordination with field teams, and alignment with work plans.
  - **Co-developed industry-specific training modules** in collaboration with technical experts to ensure alignment with the needs of the job market and the principles of adult learning.
  - **Supported MEAL (Monitoring, Evaluation, Accountability, and Learning) processes**, demonstrating high performance that led to inclusion in USAID's **Development Information Solution (DIS)** monitoring platform together with MEL experts.
  - **Ensured MEL compliance and reporting accuracy** by conducting DQAs and maintaining documentation to ensure MEL compliance and accurate USAID-aligned reporting.
- Programme Intern (Paid)** February 2024 - August 2024  
*Helvetas Swiss Intercooperation Bangladesh* USAID funded Feed the Future Shamortha Plus Activity
  - Coordinated field activities, including **orientation, skills training, and job placement**, ensuring timely execution aligned with project goals.
  - Supported the delivery of **30+ training sessions** in selected trades, improving the employability outcomes for **1500+ participants**.
  - Facilitated logistics and provided technical assistance during training, ensuring smooth operations.
  - Managed beneficiary data using **KoboToolbox** and Excel, ensuring 100% data accuracy and completeness for reporting and learning.
  - Supported MEAL in monitoring and data reporting to drive real-time decisions and learning.

## EDUCATION

- MS in Human Nutrition and Dietetics** 2022 - 2023  
*Patuakhali Science and Technology University (PSTU)* Patuakhali, Bangladesh
  - GPA: 3.98/4.00
- B.Sc. in Nutrition and Food Science** 2021  
*Patuakhali Science and Technology University (PSTU)* Patuakhali, Bangladesh
  - Grade: 3.59/4.00

## PROJECTS

- Assurance of IFA and deworming tablet consumption among adolescent girls** October 2023 - January 2024  
*Position: Project Manager* Supported by Nutrition Club of PSTU
  - Developed concept and project design
  - Recruited personnel and built team for project implementation
  - Led the field implementation and MEAL activities

*This project aims to ensure the consumption of iron-folic acid (IFA) and deworming tablets among adolescents (girls) by monitoring and supervising their intake through mobile phone calls for a period of three months. The project will involve data collection, awareness seminars, tablet distribution, post-intervention data collection and analysis, and writing research reports.*

## THESES

- **MS:** Prevalence and Associated Factors of Night Eating Syndrome Among Shift Workers of Food Processing Industry in Bangladesh.
- **B. Sc.:** Prevalence and associated factors of disorder eating attitude and behavior among adolescent students in Barisal division: A cross-sectional study.

## SKILLS

- **IT, Data Analysis & Statistical Tools:** MS office, SPSS, Python (Pandas), Excel, KoboToolbox, R (basic)
- **Monitoring & Evaluation Tools :** Indicator Tracking Table (ITT), Logframe, Development Information Solution (DIS), KII, FGD, Case Study Documentation, DQA
- **Project Implementation & Management:** CBT Facilitation, Action Plan Development, Stakeholder Coordination, Private Sector Engagement, Field Operations
- **Training & Capacity Building:** Training Coordination, Module Development, Adult Learning Principles, Adolescent and Youth Empowerment Sessions
- **Research Skills:** Research Design, Literature Review, Scientific Writing, Data Collection & Analysis, Article Preparation, Research Reporting
- **Communication & Leadership:** Public Speaking, Report Writing, Presentation Delivery, Team Leadership, Conflict Resolution
- **Soft Skills:** Adaptability, Critical Thinking, Problem-Solving, Time Management, Attention to Detail

## HONORS AND AWARDS

- **Dean's Merit Scholarship Award** 2021  
*Faculty of Nutrition and Food Science, PSTU*
  - Demonstrate the outstanding academic result.
- **National Science and Technology (NST) Fellowship** 2024-25  
*Ministry of Science and Technology, Bangladesh*
  - Award for MS thesis proposal
  - Recognition of research expertise

## LEADERSHIP EXPERIENCE

- **Moderator** November 2023 - Continued  
*Nutrition Club of PSTU*
  - Ensure constitutional effectiveness, support integrated policy implementation, and lead conflict management within institutional frameworks.
- **President** October 2022 - November 2023  
*Nutrition Club of PSTU*
  - Provided strategic leadership and oversaw all functional wings (7) to ensure effective operations, team coordination, and successful execution of club activities.
- **Focal Person** October 2022 – March 2023  
*Project: Innovative and Strengthened, Pathways for Improved Resilience and Empowered (INSPIRE)*
  - Guided a team of youth leaders. Led the planning and execution of capacity-building initiatives, including training youth leaders in sexual and reproductive health (SRH), adolescent-friendly health services, gender-based violence (GBV), and awareness of climate change.

## VOLUNTEER EXPERIENCE

- **Senior Rover Mate**  
*Rover Scout Unit of PSTU (BS ID: BE8297)*
  - Led unit activities, mentored junior scouts, and coordinated field operations. Actively volunteered in emergency response during **Tropical Cyclone Amphan (2020) and Mocha (2023)** in coastal areas, supporting relief and community safety efforts.

## COURSES AND CERTIFICATIONS

- **Sustainable food systems by FAO** April 2025
- **Nutrition, Food Security and Livelihoods by FAO** February 2025
- **Quantitative Research Method and Article writing** June 2023

## ADDITIONAL INFORMATION

**Languages:** Bengali (Native) | English (Medium of Instruction was completely in English)

**Interests:** Applied Research | Academic Teaching | Development Sector Engagement | Nutritional Consultancy & Advisory

## REFERENCES

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**1. Noor Akter**

Chief of Party, USAID Feed the Future Shamortha Plus Activity  
Helvetas Swiss Intercooperation Bangladesh  
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**2. M. M. Mehedi Hasan**

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