

TALHA TASNIM

Address: 213, Sirajuddin Sarker Road,
Dattapara, Tongi, Gazipur – 1710
Mobile No : 01612120437
e-mail : talha.tasnim@gmail.com



Career Objective

Seeking a career path where learning, technical intervention and innovation will be a priority

Career Summary

Preferred Departments - Monitoring and Evaluation, Research and Development

Professional Profile

Have experience of working in Seven organizations with training and workshops joined along with project/program activities.

Areas of Expertise

1. Research and Case Story Publication
2. Reporting and Evaluation
3. Online-Offline Map Preparation
4. Data Management, Analysis and Presentation

Software skills

MS Office, SPSS, GIS, Google P. KOBO, ODK, Taroworks, Salesforce, OSM, QGIS, TrasnCAD, Erdas Imag.

Special Qualification

Work well under pressure as part of a team
Well-groomed appearance
Polite, respectful, and courteous manners
Responsible, efficient, and flexible
Ability to work in a fast-paced, intense environment smoothly
Ability to elicit confidence

Employment History: Total Year of Experience : 5+ Year(s)

1. Officer, Monitoring & Evaluation (October 6, 2019 - Continuing)

BRAC

Company Location : Mymensingh
Department: Urban Development Program

Duties/Responsibilities:

1. Maintaining Salesforce Data with regular check, update, validate, analysis and reporting
2. Selection of benefishiarries, infrastructure location, budget approval and project

implementation

3. Dealing with Government especially City Corporation Officials

2. Communications Manager (January 1, 2019 - September 30, 2019)

Shorobor

Company Location : 3/6 Humayun Road, Mohammadpur, Dhaka -1207

Department: UN Chapter

Duties/Responsibilities:

- Communication with UN WFP, UNICEF & USAID team to manage project activities.
- Managing short time projects in 5 out of 64 districts inside Bangladesh
- Preparing project proposals and training modules for training

3. Monitoring and Evaluation Officer (July 1, 2018 - November 30, 2018)

SEMAC Bangladesh

Company Location : Badda Link Road, Dhaka

Department: STPUWC Saint Martin Island Project

Duties/Responsibilities:

Project Name: Sewerage Treatment Plant and Under Water Cleaning in Saint Martin Island

- ✧ Designing of project activities and task.
- ✧ Develop data collection process and manage it accordingly.
- ✧ Data documentation and make appropriate measurement.
- ✧ Data analysis & report writing.
- ✧ Develop analytical tool for data analysis and data collection.
- ✧ Presentation preparation and conduct WASH & Gender training sessions with lead trainer.
- ✧ Mapping out project areas as per project needs.
- ✧ Prepare weekly/monthly/quarterly reports of the project activities.
- ✧ Develop data collection methods and tools.

4. Project Assistant (March 1, 2018 - June 30, 2018)

International Federation of Red Cross and Red Crescent Societies

Company Location : 684-686 Red Crescent Sarak, Bara Magbazar, Dhaka

Department: CDI II WASH Program

Duties/Responsibilities:

- ✧ Supporting project Baseline and end-line design and survey
- ✧ Doing FGD and KII
- ✧ Designing, surveying, analyzing and presenting research
- ✧ Change story preparation
- ✧ Coordinating with program stakeholders
- ✧ Preparing event reports
- ✧ GIS Maps preparation
- ✧ Maintaining database of finished works
- ✧ Taking training sessions as supervisor of surveyors
- ✧ Doing photography and graphics design to serve project purpose
- ✧ Translating documents and serving as translator with foreigners
- ✧ Keeping regular contact with project implementation committees, local volunteers,

district unit office and national society

- ✧ Facilitating training and workshop preparation
- ✧ Joining regular learning workshops within and outside organization
- ✧ Paying regular field visits to project areas “Gopalganj and Rangpur

5. GIS Assistant (July 1, 2017 - February 28, 2018)

NRECA International

Company Location : Rd No 99, Dhaka 1212, Bangladesh

Department: GIS

Duties/Responsibilities:

Project Name: Uganda REA Master Plan Project

Responsibilities:

1. Reviewed satellite imageries, set up an environment and digitize structure, road and other physical features using google image and other images as supplied
2. Edited, corrected digitized data and uploaded to data server as assigned by supervisor
3. Provided assistance to supervisor on data review and rectification
4. Provided assistance to NRECA GIS team on Geodatabase finalization
5. Weekly reporting of tasks accomplished, challenges faced and means to resolve issues

6. WASH Intern (November 1, 2016 - June 30, 2017)

International Federation of Red Cross and Red Crescent Societies

Company Location : Building No. 2, North Side, 684-686, Red Crescent Sarak, Bara Maghbazar, Dhaka 1217, Bangladesh

Department: Community Development Initiative (CDI) II WASH

Duties/Responsibilities:

- ✧ Supporting project Baseline and end-line design and survey
- ✧ Doing FGD and KII
- ✧ Designing, surveying, analyzing and presenting research
- ✧ Change story preparation
- ✧ Coordinating with program stakeholders
- ✧ Preparing event reports
- ✧ GIS Maps preparation
- ✧ Maintaining database of finished works
- ✧ Taking training sessions as supervisor of surveyors
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7. Intern (September 28, 2016 - October 22, 2016)

Rajdhani Unnayan Karttripakkha (RAJUK)

Department: Planning

Duties/Responsibilities:

1. Extraction of knowledge on RAJUK's Planning section's activities,
2. In-depth discussion and analysis on recent structure planning and detail area planning process of Dhaka
3. Preparation of presentation on RAJUK (included)

8. Research Assistant (June 1, 2015 - October 19, 2016)**Khulna University**

Company Location : Khulna - 9208, Bangladesh

Department: URP Discipline

Duties/Responsibilities:

1. Planning Policy Advocacy with School Children and Teachers
2. Management of Data Enumerators
3. Data Mining
4. Research Report Preparation & Presentation

Academic Qualification

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Social Science (MSS)	International Relations	University of Dhaka	Appeared	2020	2 years
Bachelor of Urban and Rural Planning	Geographic Information System, Transportation Planning, Urban Planning, Environmental Planning	Khulna University	First Class, Marks :3.28 %	2016	Four Years
Higher Secondary School Certificate	Science	Milestone College	First Division , Marks :4.6 %	2011	2 Years
Secondary School Certificate	Science	Safiuddin Sarker Academy	First Division , Marks :5 %	2009	2 Years

Organizational Affiliation

Name	Position	ID	Period
Bangladesh Institute Of Planners	Member	M-1208	2016 – Ongoing
Khulna University Planners' Alumni	EC Member (Treasure)	120437	2017 - Ongoing
Building Plan Approval Committee of BIP	Member	M-1208	2018-Ongoing

Training Summary

Training Title	Topic	Institute	Location	Year	Duration
Foundations of Project Management	Google Project Management Professional Certificate	Google	Coursera		4 Weeks
Technical Support Fundamentals	Google IT Support Professional Certificate	Google	Coursera		6 Weeks
Feminism and Social Justice		University of California, Santa Crouse	Coursera		4 Weeks
Introduction to Data Science	IBM's Data Science Foundations Professional Certificate	IBM	edx		4 Weeks
Programming for Everybody (Getting Started with Python)	Python for Everybody Specialization	University of Michigan	Coursera		7 Weeks
Qualitative Research Methods and Qualitative Data Analysis with NVivo		Social Science Research Council & Khulna University			8 Weeks
Advanced Modules of GIS	Advanced digitizing and editing (ArcScan), Geo-database and topology building, Spatial referencing and geographic transformation, Spatial analysis and GIS modelling, Map series production tool (Data driven pages)	Bangladesh Institute of Planners	Planners Tower, 13/A Bir U. CR Dutta Rd, Dhaka 1205	2018	2 days

Training Title	Topic	Institute	Location	Year	Duration
Environmental Impact Assessment (EIA):A Primer		Bangladesh Institute of Planners	Planners Tower, 13/A Bir U. CR Dutta Rd, Dhaka 1205	2018	2 Days
Child Centered Disaster Risk Reduction Symposium	Research Paper Presentation	BRAC, BRAC University, Save the Children, C&A Foundation	BRAC Centre, Dhaka	2018	2 Days
Training on Building Plan Approval in Pourashava/ City Corporation	Development Control, Building Plan Approval History & Laws, Negotiation and Decision Making	Bangladesh Institute of Planners, Khulna University Planners' Alumni	Khulna University	2018	1 Day
Introduction to Monitoring & Evaluation	Key M&E concepts, steps, tools and practices, application	International Federation of Red Cross and Red Crescent Societies	Online Learning Platform	2017	1 Day
Project/ Program Planning (PPP)	Key skills and methods for project management, results-based project planning, "logical framework"	International Federation of Red Cross and Red Crescent Societies	Online Learning Platform	2017	1 Day
Training on Mapping for Resilience	OSM, GPS Data CollectionGIS	George Washington University, USA and USAID GeoCenter	Khulna University and Batiaghata Upazilla	2015	2 Days
Youth Leadership Summit		Bangladesh Youth Leadership Center	Bangabandhu International Conference Center	2014	3 Days

Career and Application Information

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 45,000
Expected Salary	: Tk. 60,000
Preferred Job Category	: NGO/Development, Research/Consultancy
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Afghanistan, Brunei, India, Iran, South Africa, Spain, Syria
Preferred Organization Types	: NGO, Development Agency

Specialization

Fields of Specialization	Description
<ul style="list-style-type: none"> • Report writing & Documentation • Monitoring & Evaluation • Research • Paper Book finishing • Volunteering • GIS/ Mapping • Project Design • Data management 	<p>✦ Report writing: I have prepared project reports like PRA report, FGD report, and activity report with good feedbacks.</p> <p>✦ Conducting project survey: For acquiring project-needed data, I have visited the project area along with surveyors to maintain the survey activities and give a proper guideline.</p> <p>✦ Manage and supervise a project team: I have managed a project team to establish them as a good team player and train them in different times to have the skills to finish the project task.</p> <p>✦ Vulnerability Assessment & Hazard risk mitigation: In the project of Urban Development Directorate of Bangladesh, we have developed questionnaires to analyze building vulnerability and safety nets of structures and also developed a disaster risk management plan for the sub-district level.</p> <p>✦ Data documentation and monitoring: Data documentation in both hard and digital format to analyze when needed and make spreadsheets in different formats like Excel sheets, SPSS file, Access file, and Geo-database format. In addition, time-to-time monitoring the task given by supervisor and follow-up of existing task and data acquired.</p> <p>✦ Monitor the tasks of project and evaluation of project activities: Daily and in some cases weekly cross-checking the data and monitoring the works for a better outcome and also evaluating the task time-to-time maintain balance and accuracy of the project task.</p> <p>✦ Good communication skills: Have good verbal and communication skill to give a presentation of works and activities to stakeholders.</p>

	<p>rs and making the works visible in all cases.</p> <p>✦ GIS and Mapping: Have knowledge and experience in preparing all kinds of map like land use map, Suitability Map, Thematic map, Social map, Accessibility map, physical feature map, agricultural map etc. I have experience working on ArcGIS, QGIS, OSM, Google Earth, Erdas Imagine and TranCAD software too.</p>
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Extra Curricular Activities

Debating, Reciting, Anchoring.

Language Proficiency

Language	Reading	Writing	Speaking
Bangla	High	High	High
English (IELTS 7)	High	High	High
Turkish	A1	A1	A1
Arabic	A1	A1	A1

Personal Details

Father's Name : Amanat Ali
 Mother's Name : Khatamun Ara
 Date of Birth : October 8, 1994
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 19944711271000788
 Religion : Islam
 Permanent Address : 213, Sirajuddin Sarker Road, Dattapara, Tongi, - 1710, Gazipur Sadar, Gazipur
 Current Location : Sadr, Mymensingh

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: S. M. Mehedi Ahsan	Mohammad Ishtiuq Hossain
Organization	: KfW Development Bank	GIZ Bangladesh
Designation	: Senior Urban Resilience Specialist	Senior Advisor (Climate Policy)
Address	: Bangladesh Office 8th floor, House 50, Road 23 Banani, Dhaka	PO Box 6091, Gulshan 1 Dhaka 12 12, Bangladesh
Mobile	: +880 16 1254 6283	+8801726260696
E-Mail	: Mehedi.Ahsan@kfw.de	ishtiuq.hossain@gmail.com
Relation	: Professional	Professional