

17 September 2019

Dear Sir,

I am interested in applying for the position of "Project Manager", currently being advertised on bdjobs.com. After reading about the job description I assume that all the requirements you need from applicants precisely meet my work experiences and academic qualifications.

At present I am working as a Sector Specialist of Gender, Community Empowerment and Legal Aid at Integrated Development Programme of BRAC, Where I provide operational and technical support to implement programme in the field. I actively participate in formulating yearly action plan, budgeting, monitoring and documentation of success stories and other information; I also participate in meetings, seminars and workshops at national, regional and country level. I also liaison with Government, BRAC, Save the Children and UN agencies.

I have 07 years professional experience on development sector with a focus to gender and community empowerment, maternal and child health, monitoring and evaluation, livelihood, disaster management and climate change adaptation, advocacy and social mobilization.

I also have some humanitarian experience regarding collecting and distributing foods and clothing amongst the Sidor affected people in 2007 and Experience on relief distribution activity during early flash flood in Haor region in 2017. And I also have working experience in hard to reach area like Coastal area, tea garden and Haor area.

I have completed Bachelor and Master in Anthropology from the University of Dhaka with sound academic record. I have attached my resume for your kind review. I firmly believe that, my diligence, competency and integrity combined with the work environment of your organization can make an immediate and positive impact. I appreciate your consideration and look forward to hear from you.

Best regards

Md. Sultan Mahmud