

TANMOY BISWAS

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Dedicated humanitarian and development intervention professional with extensive experience in designing and managing projects for international organizations. Skilled in stakeholder management, strategic planning, and implementing sustainable solutions. Seeking to leverage expertise in operations and project management to excel as an Operations Officer in the Access to Funding Department at the Global Fund.

RELEVANT SKILLS

- **Project Management Expertise:** Proven track record in leading and managing complex projects for international organizations, ensuring efficiency, timely delivery, and adherence to quality standards. Proficient in utilizing CRM software to streamline project workflows and enhance stakeholder communication.
- **Stakeholder Engagement and Collaboration:** Strong interpersonal skills with demonstrated ability to collaborate effectively with diverse stakeholders, including government agencies, non-profit organizations, and international partners, to achieve common goals and drive project success.
- **Strategic Thinking and Innovation:** Strategic thinker with proficiency in identifying opportunities for innovation and implementing creative solutions to address operational challenges, enhance processes, and optimize resource utilization for maximum impact.
- **Grants Reviewing Applications:** Experience in reviewing and assessing applications for completeness, compliance, and alignment with program objectives.
- **Language Proficiency:** Bengali (native), English (C2), Thai (C2), Hindi (C2), and French (B1)

PROFESSIONAL EXPERIENCE

IFRC Solferino Academy | Geneva, Switzerland

October 2020 – Present

Digital Event Manager Consultant

- Designed and managed high-level meetings and events for the Red Cross and Red Crescent movement and the Swiss Federal Department of Foreign Affairs using online service-oriented platforms, ensuring seamless virtual delivery and engagement among participants.
- Leveraged innovative technology solutions to enhance communication and collaboration among stakeholders, implementing advanced tools and platforms to streamline processes and improve efficiency in project management and event coordination.
- Reviewed applications for funding and grants in various innovation programs, ensuring completeness, compliance, and alignment with program objectives.
- Developed and maintained online platforms for high-level meetings and events, overseeing platform functionality, content management, and user experience to ensure optimal performance and engagement.
- Led coordination between internal and external stakeholders, including government agencies, partner organizations, and community groups, to facilitate communication and collaboration. Provided guidance to junior staff members and trained them in organizational best practices.

Communities and Emerging Leaders Program Manager | March 2021 – January 2022

- Spearheaded innovative initiatives to promote new operational methods across the Red Cross and Red Crescent (RCRC) network, aligning with Strategy 2030 objectives. This involved managing a professional development fellowship for emerging leaders within the RCRC network, reviewing, screening, and selecting applicants, and leading them to graduation while maintaining strict deadlines.
- Conducted data analysis and performance tracking to evaluate the impact of operational initiatives and identify areas for improvement. This involved compiling and analyzing data from various sources, preparing reports and presentations, and making recommendations for strategic adjustments to enhance program outcomes.
- Contributed to the development of operational policies, guidelines, and standard operating procedures (SOPs) to ensure compliance with organizational standards and regulatory requirements. Tasks included conducting research, drafting documents, and soliciting feedback from relevant stakeholders to inform policy decisions.

International Organization for Migration | Geneva, Switzerland

February 2019 – July 2020

Consultant – COVID19 Crisis Response by Diaspora | April 2020 – July 2020

- Facilitated cross-fertilization and solidarity among diaspora organizations during the COVID-19 crisis, fostering resource mobilization in collaboration with international organizations.
- Managed IOM's diaspora platform (iDiaspora) to enhance coordination and response efforts during the pandemic, ensuring timely dissemination of information and effective engagement with diaspora communities, identifying needs, gaps, and opportunities in recovery efforts.

Consultant – Labour and Human Mobility Facilitation | December 2019

- Contributed to the development of policy documents, guidance notes, and reports related to migration management, analyzing data on grants, credits, and financial literacy initiatives to inform evidence-based decision-making.
- Supported the finalization of the strategy for the collection, analysis, and sharing of labour mobility data among APEC members.

Intern – Department of Migration Management | February 2019 – November 2019

- Assisted in the implementation of projects aimed at enhancing migration management capacities and promoting sustainable livelihoods, including initiatives focused on labor migration, diaspora engagement, and refugee protection.
- Analyzed IOM projects through due diligence screening guidelines and processes on grants, credits, remittances, entrepreneurship, and financial literacy.

International Committee of the Red Cross | Cox's Bazar, Bangladesh

Economic Security Field Officer | September 2017 – October 2017

- Managed the relief distribution operations and conducted rapid assessments of refugees' needs in Cox's Bazar, ensuring timely and effective humanitarian assistance to displaced populations.
- Liaised with organizational stakeholders such as community leaders, military personnel, and philanthropists to coordinate humanitarian activities, address protection concerns, and advocate for the rights and dignity of affected populations in line with international humanitarian law and principles.
- Conducted needs assessments and developed strategies to promote livelihood opportunities for refugees, contributing to their self-reliance and long-term resilience.

BRAC - Aarong | Dhaka, Bangladesh

Marketing, Sustainability, and Social Compliance | July 2012 – August 2017

Executive – Marketing & Sustainability

- Led a team of 35 staff members, overseeing customer relationship management personnel and market research units.
- Implemented comprehensive CRM software solution to streamline customer data management and enhance communication strategies.
- Managed and controlled yearly budgets for two units, ensuring efficient resource allocation and financial sustainability.
- Developed long-term organizational strategies through stakeholder management and collaborative planning processes.

Senior Officer – Sustainability

- Managed multiple projects with a focus on enhancing livelihoods for marginalized populations, including women artisans from rural areas and indigenous groups, benefiting over 65,000 artisans.
- Implemented an integrated initiative to provide social safety nets through microfinance, education, health, nutrition, and community empowerment projects.
- Developed an organizational framework to ensure an ethical supply chain involving 850 workplaces across 20 sectors and facilitated digital transformation for enhanced efficiency.
- Planned and conducted business management capacity development programs for small and medium entrepreneurs, training and tracking the performance of over 650 entrepreneurs.
- Drafted the first GRI sustainability report of Aarong, highlighting the organization's commitment to sustainable practices.
- Designed, implemented, monitored, evaluated, and budgeted various development projects, ensuring alignment with organizational goals and objectives.

Officer – Social Compliance and Producer Development

- Formulated standards of social compliance for small and medium enterprises, ensuring adherence to ethical and legal practices.
- Deployed Android-based applications for monitoring and evaluation of projects, enhancing data collection and analysis capabilities.
- Coordinated livelihood generation projects with UNDP, benefiting indigenous communities in the Chittagong Hill Tracts region.
- Served as Aarong's focal point of communication with BRAC's programs and external organizations, including UNDP, World Bank, Reuters, Al-Jazeera, World Fair Trade Organization, and European Fairtrade Organization.

EDUCATION

Master of Business Administration (MBA)

University of Geneva | Geneva, Switzerland

Bachelor of Business Administration (BBA)

City University | Dhaka, Bangladesh