**CURRICULUM VITAE FOR PROFESSIONAL STAFF**

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| Name of the Consultant | **Joint Venture of Syntech Solution Ltd. and Shooting Star Ltd. and Mysoftheaven (BD) Ltd.** |
| **RFP IDENTIFICATION NO:** | **31.00.0000.092.07.024.22-1981** |
| Name of the Client | **Land Management Automation Project, Ministry of Land** |

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| 1 | **PROPOSED POSITION FOR THIS PROJECT** | | **TRAINING EXPERT** | | | | | | |
| 2 | **NAME OF STAFF** | | **SUJON KUMAR TALUKDER** | | | | | | |
| 3 | **DATE OF BIRTH** | | 20-09-1982 | | | | | | |
| 4 | **NATIONALITY** | | Bangladeshi (By Birth) | | | | | | |
| 5 | **MEMBERSHIP IN PROFESSIONAL SOCIETIES** | | None | | | | | | |
| 6 | **EDUCATION** | | **Masters of Arts in English**  Jagannath University  Passing Year : 2015  **B.Sc. Computer Science and Engineering.**  Daffodil International University­  Passing Year: 2005  **HSC**  Chuadanga Govt College, Jessore Board.  Passing Year: 2000  **SSC**  Kalabari Ramnagor High School, Chuadanga, Jessore Board  Passing Year: 1998 | | | | | | |
| 7 | **OTHER TRAINING** | | **Year 2012:**  Participate in 7 Day long Hand-on workshop on Cloudstack and MongoDB by Mohammad Zman Jeremy mikola at Dhaka. Also participate in first Cloud camp Bangladesh 2012-Friday, December 7, 2012.  **Year 2011:**  Participate in 72 hr Six Sigma Black Belt Certification Training conducted by STC Bangladesh. Training cover Six Sigma, Lean, Kaizen, and TQM.   * Participate in 2Day training on ‘Fundamentals of Six Sigma‘ organized by BDJobs Training on 5th-6th of August, 2011 * Participate in the 2 hour instructor led workshop on ‘Overview to People CMMI’ conducted by QAI India on 7 June 2011 * Participate in the 7 hour instructor led training on ‘Overview to CMMI for Development veer 1.3’.   **Year 2010**:   * Participate in a 5 day (35hr) training on ‘Project Management for Professional’ Organized by Systems 9000 Pvt. Limited. Date: Z7-31 October, 2010   This course is specially designed to help experienced, knowledgeable project managers master the PMBOK guide.  (4th Edition - released in 2008) content and pass the PMP Certiﬁcation exam.  **Facilitator**: Muhammad Shahid, Business beams Pvt. Ltd.  **Year 2009 :**  Participate in 3 day (24hr) workshop on ‘**Agile Project 'Management Overview**’ Organized by BASIS. Supported by IBPC, Ministry of Commerce. Date: 17, 18, 19 June, 2009.Course cover: Agile estimation, SCRUM, XP, Test Drive' Development.  **Year July 2007 February 2008**  Participate in following training organized by LEIC and conducted by QAI from July 2007 to February 2008.   * Software Estimation (2Day) * Essentials of Requirements Development & * Management — 2 days * Essential Software Project Management — 2 days * Software Conﬁguration Management (1Day) * Software Internal Auditor Training (1Day) * Software Quality Boot Camp (1Day) * Peer Reviews & Inspections — 1 day * Structured Method for Software Test * Software Metrics (1Day) * Practical Software Risk Management * Software Estimation Next Level Emphasizing FPA(2 Days) * Project Planning, Monitoring, Tracking day   **Jan 2007- August 2007**   * On the Job training by on-site consultant of QAI on l8 CMMI Process Areas * Participate in the l4 hour instructor led training on overview to CMMI for Development vcr 1.2’ conducted by *QAI a Project* Management Institute registered education provider from April 23,2001 to April 24,2007 * Participate in the "Technical Leadership Development program for Software Engineers - A Training Program on Software Requirement, Software Architecture and Object Oriented Analysis & Design" Organized by BASIS. Supported by IBPC Ministry of Commerce. * 68 hour training and workshop on Fridays From March 2007 — August 2007   **Year 2004:**  90 hours course on Linux administration and ISP design from  Daemon Lab. 52, New Eskaton Road TMC Building. (held from  21st July, 2003 to 20th December, 2003)  (Course cover system administration, DNS, FTP, DHCP,  Samba, Mail server (Sendmail), Firewall, Web Server (Apache)  And Proxy Server (Squid) conﬁguration.  Also cover 2500 and 2600 series CISCO router conﬁguration,  IP routing, RIP, IGP, EGP & BGP.  Basic knowledge of Satellite modem, ODU and VSat conﬁguration. Access/NAS/Terminal sewer Setup and  RADIUS Server conﬁguration Shell Scripting )  **July-2002 – Jan-2003**  Completed an 800 Hours course on ‘**Project Focused Programmer’s Training For Software Industry**’ in assistance with German Technical Co-operation (GTZ) (from 09/Jul/2001to I3/Jan/2002).  (Course cover Programming logic & techniques, Introductory JAVA, OOD & OOP, RDBMS & Database Programming with Oracle, Software Development Life Cycle, Project management, Advance Java (Swing, JDBC, Networking, MI), C++,VC++(MFC) and a JAVA Distributed Project) | | | | | | |
| 8 | **LANGUAGES & DEGREE OF PROFICIENCY** | | **Language** | | **Speaking** | | | **Reading** | |
| Bangla | | Excellent | | | Excellent | |
| English | | Good | | | Good | |
|  |  | | | | | | | | |
| 9 | **COUNTRIES OF WORK EXPERIENCE** | | Bangladesh | | | | | | |
| 10 | **EMPLOYMENT RECORD** | | **FROM:** | | | | **TO:** | | |
| **Mysoftheaven (BD) Ltd.**  Dhaka, Bangladesh. | | Oct 2016 | | | | Till Now | | |
| **Positions Held**: Training Expert  **Description of Duties:**   * To communicate with varies corporate/individuals for organizing training programs/events * Prepare training plan and provide local training * Continuous follow-up with supervisor regarding urgent/important issues & maintaining proper track * To attend and act as the liaison point for delegates at training program & events * Ensure proper arrangement for meetings/training/seminars and coordinating required supports from concern departments * Preparing minutes of the Meetings, ensure proper circulation and training materials for the end user * Coordinate travel arrangement for foreign/local delegates as and when required * Contact with relevant Government Offices, NGO and Non-Govt. Offices and other relevant regulatory bodies as per instruction by management * Maintain database on different information in details of trainers, existing students, target individuals/corporate * To keep tracks of financial expenses * To extend logistics support * Any other responsibilities assigned by the management. | | | | | | | | |
| **CEL IT Limited.**  Dhaka, Bangladesh. | | October 2010 | | | June 2015 | | | |
| **Position held: Training coordinator.**  **Description of Duties:**   * Preparing minutes of the Meetings and ensure proper circulation * To keep in touch with associate for organizing training * To assist authority for making year planner, publishing brochure, preparation of yearly report as well as marketing/promotional plan * Contact with relevant Government Offices, NGO and Non-Govt. Offices and other relevant regulatory bodies as per instruction by management * Maintain database on different information in details of trainers, existing students, target individuals/corporate * To keep tracks of financial expenses * To extend logistics support * Any other responsibilities assigned by the management. | | | | | | | | |
| **Techno Care Ltd.**  Dhaka, Bangladesh. | | June- 2007 | | | September -2009 | | | |
| **Position held: System Engineer**  **Responsibility :**   * System analysis, design, development, technical document &User manual writing. * TechLead. Software Architecture. Object Oriented Analysis and Design. Design Patterns. Database design. Software Development. Task allocation and mentor the team member. Conduct training. | | | | | | | | |
| **Desh Universal software Ltd.**  Dhaka, Bangladesh. | | Jan 2005 | | | May 2007 | | | |
| **Position held: Maintenance Engineer**  **Responsibility :**   * Package and deployment of software project using Install Shield and customized Rokomari IT Installer. * Actas team-lead of ‘Garments Order Management System’ * Design Payroll and Provident Fund module of Department of Fisheries MIS. | | | | | | | | |
| 11 | **WORK UNDERTAKEN THAT BEST ILLUSTRATES YOUR CAPABILITY TO HANDLE THIS ASSIGNMENT**  **A**) **Name of assignment or project: Project Monitoring System**.  Location: Dhaka  Client: Bangladesh Agricultural Development Corporation (BADC) , Ministry of Agriculture , Government of the People’s Republic of Bangladesh  **Main project features:**  Enhancement of the system architecture, relocation and installation at BADC Server.   * Setup all the configurable part according to the requirement. * Project Setup according to the requirement. * Project Component Setup. * Project Live Dashboard development. * Project Target setup and monitoring. * Different Type of Report Generation according to the nature of project using Data Driven approach. * Strong User Access control. * Log Management System. * Database Backup System. * Live Data streaming from different department and area. Dashboard system using Data Analytics and Machine Learning.   **Positions held:** Training Expert  **Activities performed:**   * Training materials creation * Training schedule creation with project manager * Provide training to trainees * Conduct training sessions * Update materials regularly   **B) Name of assignment or project: Long Acting Permanent Method (LAPM).**  Location: Dhaka.  **Client**: Department Of Family Planning, Ministry Of Health and Family Welfare, Government of the People’s Republic of Bangladesh  **Positions held:** Training Expert  **Main project features:**  Long-acting and permanent methods are by far the most effective types of modern contraception (with success rates of 99% or higher) and are very safe, convenient, and cost-effective in the long-run. These methods include intrauterine devices (IUDs), implants, female sterilization (such as tubal ligation), and male sterilization (vasectomy). They are all clinical methods and must be provided in health facilities by trained doctors, nurses, and/or midwives.  The assignment is phased and it aims at modernization, automation and digitization of **Long Acting Permanent Method (LAPM).** Including entry, scanning, archiving data and related services i being provided by all Upazila family planning office of Bangladesh facilitate citizens with first, efficient, simple and cost effective services in 1st phase.  Immediate alter the successful implementation of the program in the above mentioned offices, it will be replicated throughout the country.  Software design, development, implementation and support services for  i) Software Development  ii) Existing DATA Migration  iii) Help-desk Operation System  iv) Self-Training System  v) MIS  **Activities performed:**   * Training materials creation * Training schedule creation with project manager * Provide training to trainees * Conduct training sessions * Update materials regularly   **C) Name of assignment or project: Management Information System (MIS).**  Location: Dhaka, Bangladesh.  **Client**: Land Reforms Board, Ministry of Land, Government of the People’s Republic of Bangladesh  **Positions held:** Training Expert  **Main project features:**   * Keeps track of an entire service history of an employee * Maintains Organizational structure of the Government classified by various service groups, posts and positions. * Maintains a complete sanctioned posts and positions of services. * Gender based information * Vacancy and retirement forecasting * Employees complete demographic profile * Sanctioned versus Occupied posts within the * Automatically generates letters of Appointments, transfers, promotions, retirements, placements, pension & gratuity authorization letters * Ability to customize letters template * Calculates Pension and Gratuity amount based upon PIS data along with the Government rules and regulations. * Ability to export PIS data to MS Excel, doc, pdf, and power point. * Ability to build your own customized query and generate specific results * Maintains a complete audit trail of every transaction made * Highly secured, reliable and easy to use features   **Activities performed:**   * Training materials creation * Training schedule creation with project manager * Provide training to trainees * Conduct training sessions * Update materials regularly   **D) Project Role : Training Expert**  **Project Name: Introduction to Graphic Design Project.**  **Organization**: MCI Organization.  **Main objective:**  Students are introduced to the basic concepts of visual communication through projects that balance the learning of conceptual development, technique, and design tools. Assignments range from individual to collaborative, and are built to introduce design thinking, critical discussion and personal decision-making in relation to the choice of graphic design as major. This project offers a scoping picture of the discipline of graphic design.  **Activities performed:**   * Training materials creation * Training schedule creation with project manager * Provide training to trainees * Conduct training sessions * Update materials regularly   **E) Project Name :** Flexible Design Studio Project  **Role : Trainer**  **Client Name:** Design Studio.  **Main objective:**  During this project, this intermediate design course offers students the opportunity to work with a diverse group of professional designers. Students participate in workshops of their choosing and investigate a variety of approaches. Emphasis is on solving real-world problems in a professional studio atmosphere. I was involved in training 50 students during the project.  **Activities performed:**   * Training materials creation * Training schedule creation with project manager * Provide training to trainees * Conduct training sessions * Update materials regularly   **Conducted other Different type of training program as a training expert in different organization like the following :**  **(1)**   |  |  | | --- | --- | | **Name Of The Institute** | ASA University of Bangladesh (ASAUB), Shyamoli, Dhaka, Bangladesh. | | **Training Name** | 1. Graphics Design 2. SEO Digital Marketing | | **Duration** | 15 Day | | **No Of Trainee** | **250** | | **Year** | **2017** |   **(2)**   |  |  | | --- | --- | | **Name Of The Institute** | ASA University of Bangladesh (ASAUB), Shyamoli, Dhaka, Bangladesh. | | **Training Name** | 1. Graphics Design 2. SEO Digital Marketing | | **Duration** | 15 Day | | **No Of Trainee** | **250** | | **Year** | **2017** |   **(3)**   |  |  | | --- | --- | | **Name Of The Institute** | ASA University of Bangladesh (ASAUB), Shyamoli, Dhaka, Bangladesh. | | **Training Name** | 1. Graphics Design 2. SEO Digital Marketing | | **Duration** | 15 Day | | **No Of Trainee** | **250** | | **Year** | **2017** |   **(4)**   |  |  | | --- | --- | | **Name Of The Institute** | ASA University of Bangladesh (ASAUB), Shyamoli, Dhaka, Bangladesh. | | **Training Name** | 1. Graphics Design 2. SEO Digital Marketing | | **Duration** | 15 Day | | **No Of Trainee** | **250** | | **Year** | **2017** |   **(5)**   |  |  | | --- | --- | | **Name Of The Client** | RDRS Bangladesh | | **Training Name** | **ICT Training, Advance Microsoft Office.** | | **Duration** | 30 Day | | **No Of Trainee** | **175** | | **Year** | **2013** |   **(6)**   |  |  | | --- | --- | | **Name Of The Institute** | **Magpie Knitwear Ltd.** | | **Training Name** | * Advanced Microsoft Office * BASIC Networking and Internet. * Software Training of HRM. | | **Duration** | 21 Day | | **No Of Trainee** | **172** | | **Year** | **2014** |   **(7)**   |  |  | | --- | --- | | **Name Of The Institute** | CRP Bangladesh | | **Training Name** | **ICT Training**  **Basic computer** | | **Duration** | 15 Day | | **No Of Trainee** | **40** | | **Year** | **2012** | | | | | | | | | |
| 12 | **COMPUTER SKILLS** | |  |  | | --- | --- | | Design Methodologies | UML, SSADM 4. M | | Development Tools | Visual Studio, Developer X. X. | | RDBMS | Oracle, MS SQL Server, DB2, My SQL. | | Web Servers | Domino Server, Microsoft IIS, Apache Web Server, Web Sphere, Tomcat, Web logic. | | Web Development Tools | Visual Studio.NET, C#.Net, VB.NET, ASP.NET, ASP, PHP, XML, PERL,CGI, Java, JSP, EJB, WAP, WML, WML Script, HTML, DHTML, JavaScript. VBScript, CSS, Ajax. | | Distributed Computing | CORBA, COM, DCOM. | | Operating System | Windows 9x/NT/200X, Linux, OS/400, SCO Unix, Linux | | Languages | Java, C, C++, RPG, C#, Visual Basic,PHP | | Document Management | Lotus Notes & Domino Server. | | Other Tools | Dream Weaver, Visual Interdev, Cold Fusion, Microsoft Front page Express | | Multimedia | Macromedia Director, Macromedia Flash, Macromedia Author Ware, Adobe Premiere, 3D Studio Max. | | | | | | | | |
| **CERTIFICATION:**  I, the undersigned, certify that (i) I was not a former employee of the client immediately before submission of this proposal, (ii) I have not offered my CV to be proposed by a Firm other than this Consultants for this assignment and, (iii) to the best my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I also understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.  I have been employed by **Mysoftheaven (BD) Ltd.** continuously for the last twelve (12) months as regular full-time staff. Indicate “Yes” or “No” in the boxes below   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yes | √ |  | No |  | | | | | | | | | |
| Signature | | | |  | | | | |
| Date of Signing | | | | 30.01.2024  Day/ Month/ Year | | | | |



