

Ashik Adnan
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September 29, 2021

To

HR Concern

Save The Children

Cox's Bazar, Bangladesh

Application for the position of Senior Officer – M&E, GFA - (2100071X)

Sir,

In response to your job advertisement published in bdjobs.com, I would like to apply for the position of Senior Officer – M&E. Based on my experience on project planning, implementation and operational management, technical skills on GIS software, programming language and data analysis tools and hands on experience on Information Technologies and Monitoring and Evaluation arena, I feel that I am a good candidate for the mentioned position.

Through my work as an Information Management Officer in Atlantic Surveyors, I have performed well in project planning and management, data analysis, monitoring and evaluation, web application building, database management task and achieved efficiency in working with GIS software, programming language and frameworks, data analysis methods and tools and web servers.

I believe working in a reputed organization like Save The Children will provide me excellent opportunity for my career growth and also allow me the opportunities to take part in the contribution of humanitarian development. I am confident that if I am provided the opportunity to serve your organization, I will prove myself to be an important asset through my dedication, sincerity and highest level of professionalism.

I would request for an interview at your convenience. For any query, you can reach me at my mobile +8801915651902. You can also e-mail me at ashikadnan@gmail.com.

Thank you

Sincerely Yours,

Ashik Adnan

Ashik Adnan

Email: ashikadnan@gmail.com

Phone: +88-01915651902

Mailing Address:

55, Sabujbagh, Dhaka-1214,



Career Objective

Seeking a position to utilize my data analyzing, interpretational and programming skills with the best suitable information, resources and knowledge. Further I am seeking for a position that offers professional growth while being resourceful, innovative and flexible, which may help me to build up my future career and also to contribute for humanitarian development.

Work Experience

Information Management Officer (June 2, 2019 – Present)

Atlantic Surveyors

Aligarh House, 2nd Floor, Room # 01, 146, Motijheel, Dhaka-1000

Accomplishments and Responsibilities

- Conducting Data Quality Assessment, PDM, Base line Survey, End line Survey etc.
- Implementing and maintaining IT system of the office
- Data Analysis and visualization
- Support in preparing Logical Framework for the project
- Prepared Monitoring Framework and Monitoring Tools
- Facility Mapping with ArcGIS
- Developed Database and Data Flow Management
- Conducted PDM, DQA and Data Analysis
- Prepare monthly monitoring report with infographics
- Supervise project staffs to collect field level data and prepare database
- Digital Questionnaire designing and data collection using Kobo toolbox.
- Support to Prepare Monthly Project Activity Report (Both Quantitative and Narrative)
- Managing server-side database and information of clients

Information Officer, Junior (Part Time) (February 4, 2017 – April 30, 2019)

Atlantic Surveyors

Aligarh House, 2nd Floor, Room # 01, 146, Motijheel, Dhaka-1000

Accomplishments and Responsibilities

- Regular field visit and prepare informative field visit reports
- Prepare weekly activity report and activity plan
- Prepare monthly monitoring report with infographics
- Digital Questionnaire designing and data collection using Kobo toolbox.
- Support to Prepare Monthly Project Activity Report
- Prepare Monthly Monitoring Report
- Prepare and submitted Need based event reports
- Process and Progress Monitoring
- Conducted PDM, DQA and Data Analysis

Freelance Web Programmer (April 5, 2014 – January 30, 2017)

Accomplishments and Responsibilities

- Built web applications e.g. online library, business websites using PHP, JavaScript, and MySQL
- Built a point of sale software using Electron and neDB for a Canadian store.
- Built modern web applications e.g. shopping websites, booking websites using React, Node, MongoDB
- Built Point of Sale software using Electronjs, jQuery, JavaScript and neDB.
- Built professional business and shopping websites using WordPress CMS.
- Built digital web forms using HTML, PHP and MySQL.
- Finding error and bug fixing of web applications.
- Developing and Managing databases for individuals and business organizations.
- Data collection using web scraping by Python programming
- Analysis and representation of collected data using different maps e.g. heat maps and graphs.
- Setting up and managing web server for individuals or business organization.

Research Contribution

Contributed as a co-author in publication of the paper “Understanding the Pattern of Crime Reports in a Popular Bangladeshi Newspaper” which has been published in CSCW 2018 ACM Conference New York. [Click here](#) to read the full paper. The paper is also available in [ACM digital library](#).

Academic Qualification

Degree Title	Institute	Result	Passing Year
B.Sc. in Computer Science & Engineering	Eastern University	3.14 Out of 4.00	2019
Higher Secondary Certificate (HSC)	Govt. Kabi Nazrul College	3.30 Out of 5.00	2008
Secondary School Certificate (SSC)	Motijheel Govt. Boys' High School	4.13 Out of 5.00	2006

Knowledge & Skills

1. Experienced working with mapping software such ArcGIS, Google Earth Pro
2. Experienced in data management and analysis software such Stata, SPSS
3. Good working knowledge in Kobo toolbox, ggplot2
4. Efficient using MS Office 365, MS Teams, SharePoint and Power Automate
5. Able to write complicated formulas in MS Excel, Google Sheets
6. Good knowledge in networking such setting up network for office, organizations
7. Experienced in programming languages such C, Java, Python
8. Expert in web programming such HTML, CSS, JavaScript, PHP, jQuery
9. Working knowledge in React, Nodejs, Electron
10. Efficient in using databases such. mongoDB, SQL, neDB

Language Proficiency

Language	Reading	Listening	Writing	Speaking
Bengali	High	High	High	High
English	High	High	High	High

Personal Qualities

- Excellent interpersonal skill including comprehensive problem solving abilities
- Ability to perform multiple tasks
- Strong ability to meet deadline
- Perform better in team works
- Positive minded, Polite and Sincere to work
- Self teaching ability

Personal Information

Name : Ashik Adnan
Date of Birth : May 6, 1990
Father's Name : Md. Qamrul Islam
Mother's Name : Nasrin Sultana
Gender : Male
Marital Status : Unmarried
Blood Group : B Positive (B+)
Nationality : Bangladeshi
Religion : Islam

References

	Reference 1	Reference 2	Reference 3
Name	Muhammad Mohiuddin	Md. Abul Ala	Didarul Alam
Organization	World Food Programme	Prime Textile Spinning Mills Limited, Dhaka	Bangladesh Municipal Water Supply and Sanitation Project(WB & AIIB financed)
Designation	Programme Associate	Assistant General Manager	Financial Management Analyst
Phone	+880341-63457, +8801755647614, +8801818065717	+8801717722691	01819175979
Email	Mohi.uddin@wfp.org	abul.ala.cox@gmail.com	didar.bmwssp@gmail.com

Declaration

I proclaim that all the information given above are true and authentic to the best of my senses. Further, I will accept and will collaborate willingly in case of any kind of data verification.



Ashik Adnan