

CURRICULUM VITAE

of

HAFEJUL ISLAM

Mailing Address:

South Tekhpara, Cox's Bazar Municipality,
Cox's Bazar Sadar, Cox's Bazar-4700 .

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Career Objective:

To work with dedication and sincerity in a team of an organization that offers career development potentials.

Career Summary:

I am working with Coastal Association for Social Transformation Trust (COAST Trust) as a MPC-Supervisor in Refugee Camp-12 with Child Protection Project from last 6 months. Before that I have worked as a Enumerator with YPSA in Refugee Camp-11 for 15 months. Before that, I have worked with CODEC as a Learning Facilitator for 9 months.

Special Qualification:

1. Have an excellent skill in Computer Operating, Internet Browsing & e-mailing and related profession.
3. Have an excellent skill about Child Protection project.
4. Planning, Data Collecting, KOBO Maintaining and Data Entry.
4. Planning to make best feedback at field work as given criteria.

Employment History:

1. MPC-Supervisor (June 10, 2019 - Continuing)

Coastal Association for Social Transformation Trust COAST Trust

Company Location : H#13, 1st floor, Metro Melody, R#2, Shamoly, Dhaka1207.

Department: Child Protection

Duties/Responsibilities:

1. Adolescent boys and girls are able to identify negative coping mechanisms and access protective services to avoid them.
2. Conduct a comprehensive assessment of the protection and assistance needs of the camp population.
3. Identify gaps in provision of services to displaced communities, referring those gaps to existing referral, response and mitigation mechanisms.
4. Review ongoing other partners activities in camps and communities to aid in ensuring complementarities between those programmers and improvements in living conditions for beneficiaries.
5. Identify local resources and suggesting ways to enhance and encourage programmers to better respond to community needs.
6. Seek the cooperation of humanitarian partners to provide additional support, which can be linked to performing community tasks.

7. Coordinate and monitor services at camp level.
8. Ensure care and maintenance of MPC, AFSS, WFS, CFS infrastructure.
9. Communicate effectively with the camp population.
10. Advocate and mobilize resources for application of standards, policies and operational guidelines at camp level.
11. Provide periodic activity reports as required and one final report at end of mission to the supervisor.
12. Monitoring all staff of MPC, Monitoring, Reporting and Reporting.
13. Follow the official system and rule to implement project, etc.

2. **Operator (Part Time)**

Black Stone IT.

Company Location : Zilani Complex, Lal Dighir Par, Main Road, Cox`s Bazar.

Duties/Responsibilities:

1. Compose any type of Documents.
2. Graphics Designing,
3. Ms-Office Management,
4. Adobe Photoshop,
5. Adobe Illustrator,
6. All type of Online work,
7. All types of mail etc.

3. **Enumerator (November 12, 2017 - June 28, 2018)**

Young Power in Social Action (YPSA)

Company Location : Baharchara, Cox's Bazar

Department: Research and Administration

Duties/Responsibilities:

1. Go round the Enumeration Block and identify its boundaries and other land marks with the help of the particulars contained in the Abridged House list (AHL) of own Enumeration Block.
2. Update and prepare the layout map of Enumeration block with the Census Layout Map provided to me.
3. Visit each and every house without exception and have the information on family.
4. Enumerate the houseless population on the designated days.
5. Serial number of household is to be assigned for each newly found households.
6. Kobo Collect and data entry.

4. **Learning Facilitator (FC) (June 1, 2016 - February 5, 2017)**

Community Development Center (CODEC)

Company Location : Chittagong, Bangladesh

Department: Educational Project

Duties/Responsibilities:

1. Observe the student's educational environment and monitor all their hygiene.
2. Helping students to keep attention in reading and introducing them to different cultural angles.
3. Learning and caring every students or child & fill the daily file by visiting scheduled school.
4. Creating positive sense among the students.

Academic Qualification:

Exam Title	Major	Institute	Result	Pas.Year	Duration
Bachelor of Science (BSc)	Mathematics	National University	CGPA: 2.31 out of 4	2019	3
HSC	Science	Harvard international college, Cox's Bazar	CGPA: 2.7 out of 5	2014	2
SSC	Science	Garjania High School, Cox's Bazar	CGPA: 3.81 out of 5	2012	2

Training Summary:

Training Title	Institute	Location	Year	Duration
Human Rights FDMN and Advocacy	Coastal Association for Social Transformation Trust (COAST Trust)	CxMTC, Cox's Bazar	2019	5 Days
Facilitation Skills and Disaster Risk Reduction (DRR)	Coastal Association for Social Transformation Trust (COAST Trust)	CxMTC, Cox's Bazar	2019	3 Days
TOT on LSB (Life Skills Based)	COAST Trust	CxMTC, Cox's Bazar	2019	3 Days
Training on Managerial Skills and Accountability	COAST Trust	CxMTC, Cox's Bazar	2019	5 Days
Child Health & WASH	BRAC	brac Training & Resources Center, Cox's Bazar	2016	06
Basic Computer Course	Sohor Somaj Sheba Karjhaloy	Cox's Bazar	2015	6 Months
Student Brigade on School Sanitation & Hygiene Education	BRAC Training & Resource Center	Cox's Bazar	2010	4 days

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Computer skill Team Leading Planning & Monitoring Data Collecting & Sharing Mobilization Monitoring and Reporting Staff management and Supervision 	<ol style="list-style-type: none"> Have excellent skill in child protection (CP). Advanced user in-Microsoft Office : Word, PowerPoint and Outlook. Graphics : Adobe Illustrator and Photoshop. Platform : Windows7/8/10/more update versions. Fluent in English, Bengali, Chittagonian as Local Confident, ambitious, courteous, energetic and punctual Excellent problem solving, multitasking and decision making capability. Excellent time & data management skill Attentive to details Excellent interpersonal communication and team skills.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali (Mother Tongue)	High	High	High
English	Medium	High	Medium
Chittagonian Local and Ruhingya Language	--	--	High

Personal Details :

Father's Name : Mahbobul karim
Mother's Name : Jahanara Begum
Date of Birth : August 23, 1996
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 19960317319000022
Religion : Islam
Permanent Address : Vill: North Baishary, P.O: Baishary-4660, P.S: Naikhongchhari,
Dist.: Bandarban
Current Location : Cox's Bazar

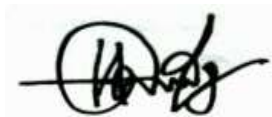
Reference (s):**Reference: 01**

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Reference: 02

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Sincerely



Hafejul Islam