

PERSONAL INFORMATION MASUDUR RASHIED



Address:

House: 130, Road: Baitun Nur Jame Mosque Road, Ward: 47, PO: Faidabad Madrasha, PS: Dakshin Khan, Dhaka-1230, Bangladesh.

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ORCID : <https://orcid.org/0000-0002-5079-9792>

DOB : 14/07/1993

Nationality : Bangladeshi

Working Experience:

Jan 2023-Sep 2024

Program Officer (JICA Advisor Office)

JICA Bangladesh

Bangladesh Water Development Board,
Pani Bhaban, 72 Green Road, Dhaka -1205.
40 hours per week

Responsibilities:

1. Providing technical support, such as performing technical analysis and models, preparing charts, graphs, technical reports, and articles.
2. Gathering information from primary and secondary sources, such as reports, newspapers, websites, field visits, and interviews with relevant stakeholders.
3. Performing administrative and managerial tasks including procurement, resource planning and budgeting.
4. Providing technical and capacity building training to govt. officials.
5. Arranging and organizing meetings, seminars, and workshops, and preparing meeting minutes, presentation summaries, and key discussion points.
6. Accompany the Expert in business trips to local areas in Bangladesh to collect information from the concerned parties and conduct individual studies.
7. Arrangement and coordination of the Expert's activities
8. Translation of government documents, news articles, and reports from Bengali to English.
9. Communication, documentation and liaison with government organizations.

Sep 2022 – Dec 2023

Local Governance Consultant (JICA Governance)

JICA Bangladesh

Assigned to National Institute of Local Government, 29
Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh.
35 hours per week

Responsibilities:

1. Regularly communicate with relevant government organizations, such as LGD and NILG, in collaboration with relevant JICA projects to identify potential cooperation and partnership with the Advisor and JICA projects.
2. Strengthen linkage among relevant organizations, JICA projects, and the Advisor by building close business relationships with concerned government officials and international/national staff of the projects.
3. Undertake necessary data collection, research, and analysis on practices, situations, and policies of the local governance system in Bangladesh.
4. Participate in field trips, meetings, and workshops with the Advisor. Record meeting minutes and develop field-visit reports.
5. Disseminate innovative ideas and good practices of JICA projects by SNS posts, reports, and newsletters, and facilitate their implementation at the field level.
6. Maintain close coordination with other ongoing and planned activities supported by different development partners, for example, the World Bank, ADB, SDC, and UNDP, to ensure complementarity and avoid overlapping.
7. Support to procure office supplies, equipment, PR materials, training manuals, and booklets.

Nov 2018- Mar 2022

Junior Research Consultant (JICA-SATREPS-TSUIB project)

Housing and Building Research Institute (HBRI)

120/3, Darussalam, Mirpur Rd, Dhaka 1216.

40 hours per week

Responsibilities:

1. Communicating and coordinating the research activities of HBRI under this project.
2. Coordinating with Japanese researchers to execute the various research works and also maintain liaison with the concerned professors both Bangladeshi and Japanese universities as well as government officials.
3. Monitoring the day-to-day work of the researchers under this project.
4. Providing research related technical assistance, training and guidance.
5. Arranging working group workshop, seminars and community consultation meeting with the stakeholders.
6. Preparing project related documents i.e., meeting minutes, progress report, field visit reports etc.
7. Preparing research plan, design and inspect works under this project.

8. Develop project concepts and maintain optimal workflow.
9. Creating database in ArcGIS and input survey data, updating database, data interpretation and visualization.
10. Executing risk management processes and construction frame work.
11. Office administration, maintenance and documentation.

Sep 2018 – Oct 2018

Officer- Research and Knowledge Management

Disaster Management Watch

Shatabdi Haque Tower (3rd Floor) 586/3, Begum Rokeya Sharoni, Dhaka 1216.

40 hours per week

Responsibilities:

1. Preparing data collection tools
2. Training and coordinating survey team
3. Arrangement of workshops and seminars
4. Project coordination with the donor agencies
5. Monitoring and evaluation of ongoing projects
6. Research planning and design according to the TOR
7. Documentation of project related activities and maintaining liaison with the donor agencies

Jan 2016 – Mar 2018

Research Assistant

Dept. of Urban and Regional Planning

Jahangirnagar University, Savar, Dhaka-1342.

40 hours per week

Responsibilities:

1. Writing research proposal
2. Preparing research design and methodology
3. Developing data collection tools
4. Coordinating data collection
5. Data entry and interpretation
6. Database creation in GIS
7. Map preparation
8. Report writing

Computer Skills:

Application

Adobe Illustrator, Photoshop, Premiere Pro, XD, Creative design, PyCharm, Visual Studio Code, Anaconda

Analysis Software	ArcGIS, QGIS, SPSS, ALOHA, GEE
Office Suite	Word, Excel, PowerPoint, Publisher, Outlook
CAD software	Sketchup 3D, Blender (Basic)
WebGIS	HTML, CSS, Java Script, GeoServer, OpenLayers
Programing Language	Python, Java.

Training and Workshop:

1. **CIRDAP-RGNIYD Collaborative Exposure-cum-Training Programme on Youth Development.**
Rajiv Gandhi National Institute of Youth Development
RGNIYD, Chennai, India. 2-6 January 2018.
2. **Capacity building Workshop on Inclusive and Equitable Lifelong Learning in the Context of SDGs.**
Research for Advancement of Complete Education. 3rd September, 2016.
3. **Training on ‘Total Station Survey Techniques’**
HEQEP, UGC. 7th May, 2014.

Education:

Jan 2015 – Dec 2015	Master of Urban and Regional Planning Jahangirnagar University Savar 1342, Bangladesh. Supervisor: Prof. Dr. Halima Begum (Master’s Thesis) Grade: CGPA 3.49 out of 4.00	Postgraduate
Jan 2011 – Dec 2014	Bachelor of Urban and Regional Planning Jahangirnagar University Savar 1342, Bangladesh. Supervisor: Prof. Dr. Halima Begum (Bachelor’s Thesis) Grade: CGPA 3.49 out of 4.00	Undergraduate
Passing Year 2010	Higher Secondary Certificate (Science) Milestone College, Uttara, Bangladesh Grade: GPA 4.9 out of 5.00	High School
Passing Year 2008	Secondary School Certificate (Science) Uttara High School, Uttara, Bangladesh Grade: GPA 5.00 out of 5.00	School

Publication: _____

1. "Evaluating Earthquake Vulnerability Using Analytical Hierarchy Process (AHP) and Social Appraisal of Retrofitting in Lalmatia, Dhaka." 1st Croatian Conference on Earthquake Engineering, March 2021.
2. "Analysis of Geological Formation and Soil Character of Dhaka City to Find the Earthquake Vulnerable Areas." The 17th World Conference on Earthquake Engineering, September 2020.
3. "Comprehensive Community Planning for Lower-Middle Income Group: A Case Study on Shipahibag, Khilgaon, Dhaka." Habitat Day 2020 Proceeding, Ministry of Housing and Public Works.
4. "Potential Amplifiable Areas in Dhaka City for Seismic Hazard." Journal of Bangladesh Institute of Planners, Vol. 12, December 2019. ISSN: 2075-9363.
5. "Gender Responsive Urban Public Places in Dhaka City: A Planning Perspective." Journal of Bangladesh Institute of Planners, Vol. 10, December 2017. ISSN: 2075-9363
6. "Community Participation in Development Projects in a Low-Income Community." Jahangirnagar University Planning Review. Vol. 14, June 2016. ISSN 1728-4198
7. Book Chapter "Urban Planning toward Resilience City".

Reference: _____

Language Ability

Mother tongue: Bengali
Competent User of: English

Reference: _____

Dr. Md. Akter Mahmud

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