

# MD. NEEHAD KADIR

## **Address:**

Tenement-1, Road-06  
Block-E, Bashundhara R/A,  
Dhaka-1212, Bangladesh  
Email: [nihadkadir101@gmail.com](mailto:nihadkadir101@gmail.com)



## **Career Objective:**

Accomplished Communication Officer with proven success in driving innovation and early adoption of emerging Technology and platforms. Expert in social media needs into results-driven strategies. Excited to leverage background to take next career step in rewarding executive-level role.

## **Work Experience:**

1. Program Coordinator (Overseas/Planning & Development)  
SHEBA MANAB KALLYAN KENDRA (SMKK)  
From 01 January 2016 to Present

### **Achievement/Tasks:**

- Attended Safety training meetings to learn procedures for handling medical and fire emergency calls.
- Performed clerical work such as sorting mail, restocking supplies and typing documents.
- Devised email strategies, including segmenting strategies, welcome email auto responders and training drip campaigns.
- Maintained company web pages.

## **Skills:**

- Professional Communication, Adobe Photoshop, Corporate messaging, Creative and innovative, TALLY competency, Car driving proficiency, Computer programing proficiency, Proficiency in Microeconomics, Microsoft Word competency.

## **Work Projects:**

1. *Balukhali Assistance through Collaborative Humanitarian Action (BACHA) Project*

**Funded by:** UP- United Purpose & DEC

**Duration of the project:** January 2018- 2020

**Location:** Balukhali Camp, Ukhia, Cox's Bazar.

### **Major Activities:**

- Ensure access to clean and safe water supply through deep tube-well installation
- Ensure access to improved sanitary latrine facilities
- Ensure access to safe bathing place by gender
- Women and child friendly space develop and facilitation
- Awareness on basic health, hygiene and nutrition aspects
- Distribution of environmental friendly cooking stove (Rice husking stove) Distribution of
- Environmental friendly cooking fuel

## 2. *Survival Assistance for Resettled Rohingyas through Humanitarian Action- “SARA”- Project*

**Funded by:** UP- United Purpose & PA- Penny Appeal

**Duration of the project:** 2018-2020

**Location:** Balukhali Camp, Ukhia, Cox's Bazar.

**Major Activities:**

- Emergency health services -Health Camp-3
- Awareness on basic health, hygiene and nutrition aspects
- Women and child friendly space develop and facilitation
- Ensure access to improved sanitary latrine facilities
- Ensure access to safe bathing place by gender

## 3. *Event Management Program*

**Funded by:** World food Programme- WFP

**Duration of the project:** 2017 to 2019

**Location:** All over the Bangladesh.

**Activities:**

- Organize Project Steering Committee Meeting, Workshop, Training and seminar etc.

## 4. *Slaughtering/Qurbani Program (Under BACHA Project)*

**Funded by:** UP- United Purpose & IRW

**Duration of the project:** 2018

**Location:** Balukhali Camp, Ukhia, Cox's Bazar

**Activities:** Volunteer Service

**Education:**

Certificates/	Institute	Passing year	Grades
Secondary School Certificate -SSC	Adarsha High School, Bagerhat	2012	4.63
Higher Secondary Certificate-HSC	Cambrian College, Dhaka-1212	2014	5.00
Computer Science -CSC	Independent University, Bangladesh	2017-Present	--

**Training Summary:**

Training Tittle	Topic	Institute	Country	Location	Year	Duration
Basic English Course	Basic English Grammar	British Council	Bangladesh	Dhanmondi	2012	2 months
Refresher Training For Staff BACHA Project	Project Implementation	UP- United Purpose & DEC	Bangladesh	Ukhiya, Cox's Bazar	2018	3 Days
Foundation Training of BACHA Project	Project Management & Implementation	UP- United Purpose & DEC	Bangladesh	Ukhiya, Cox's Bazar	2018	3 Days

Staff Foundation Training of SARA Project	Project Management & Implementation	UP- United Purpose & PA	Bangladesh	Ukhiya, Cox's Bazar	2018	3 Days
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### Specialization:

Fields of Specialization
<ul style="list-style-type: none"> <li>Health and Environment Management</li> <li>Microeconomics</li> <li>Computer Coding and Programing Competency</li> </ul>

### Language Proficiency:

Language	Writing	Reading	Speaking
Bangla	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent

### Personal Information:

Father's name: M. Manjur Kadir  
 Mother's name: Mst. Nazneen Kadir  
 Date of Birth: 01 December 1995  
 Gender: Male  
 Marital Status: Single  
 Nationality: Bangladeshi  
 Religion: Islam  
 Permanent Address: Vill-Shehangal, Union-Samudaykati, Upazila-Nesarabad(Swarupkathi), Dist- Pirojpur  
 Current Location: Tenement-1, Road-06, Block-E, Bashundhara R/A, Dhaka-1229

### Reference:

#### Reference no. 1:

*Name:* M Kamruzzaman  
*Organization:* IRC (International Rescue Committee)  
*Designation:* Sr. Finance Manager  
*Address:* H #4/B, R #96, Gulshan-2, Dhaka-1212  
*Phone (Off.):* +880 184 735 2550  
*E-mail:* Mollah.Kamruzzaman@rescue.org  
*Relation:* Professional

#### Reference no. 2:

*Name:* MD. Masud Rana  
*Organization:* United Purpose-UP  
*Designation:* Program Coordinator  
 Organisational Development & Education Unit  
*Address:* H #8(5<sup>th</sup> Floor), R #28, Block #K Banani, Dhaka 1213  
*Phone (Off.):* +880 01930 526481  
*E-mail:* Masud.Rana@united-purpose.org  
*Relation:* Professional

I the undersigned certify that; this resume correctly describes me and the information provided here is true and any fake information will disqualify my candidature.

MD. NEEHAD KADIR