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| **TALHA TASNIM** | |  | | --- | |  | |
| Address: 213, Sirajuddin Sarker Road,  Dattapara, Tongi, Gazipur – 1710  Mobile No : 01612120437  e-mail : talha.tasnim@gmail.com |

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| **Career Objective** |
| Seeking a career path where learning, technical intervention and innovation will be a priority |

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| **Career Summary** |
| **Preferred Departments** - Monitoring and Evaluation, Research and Development  **Professional Profile** Have experience of working in Seven organizations with training and workshops joined along with project/program activities.  **Areas of Expertise**  1. Research and Case Story Publication 2. Reporting and Evaluation 3. Online-Offline Map Preparation 4. Data Management, Analysis and Presentation  **Software skills** MS Office, SPSS, GIS, Google P. KOBO, ODK, Taroworks, Salesforce, OSM, QGIS, TrasnsCAD, Erdas Imag. |

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| **Special Qualification** |
| Work well under pressure as part of a team  Well-groomed appearance Polite, respectful, and courteous manners Responsible, efficient, and flexible Ability to work in a fast-paced, intense environment smoothly Ability to elicit confidence |

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| **Employment History: Total Year of Experience : 5+ Year(s)** | |
| 1. | **Officer, Monitoring & Evaluation ( October 6, 2019 - Continuing)** |
|  | **BRAC**  Company Location : Mymensingh  Department: Urban Development Program  ***Duties/Responsibilities:***  1. Maintaining Salesforce Data with regular check, update, validate, analysis and reporting 2. Selection of benefishiaries, infrastructure location, budget approval and project implementation 3. Dealing with Government especially City Corporation Officials |
| 2. | **Communications Manager ( January 1, 2019 - September 30, 2019)** |
|  | **Shorobor**  Company Location : 3/6 Humayun Road, Mohammadpur, Dhaka -1207  Department: UN Chapter  ***Duties/Responsibilities:***  - Communication with UN WFP, UNICEF & USAID team to manage project activities.  - Managing short time projects in 5 out of 64 districts inside Bangladesh  - Preparing project proposals and training modules for training |
| 3. | **Monitoring and Evaluation Officer ( July 1, 2018 - November 30, 2018)** |
|  | **SEMAC Bangladesh**  Company Location : Badda Link Road, Dhaka  Department: STPUWC Saint Martin Island Project  ***Duties/Responsibilities:***  Project Name: Sewerage Treatment Plant and Under Water Cleaning in Saint Martin Island   ⸭ Designing of project activities and task. ⸭ Develop data collection process and manage it accordingly. ⸭ Data documentation and make appropriate measurement. ⸭ Data analysis & report writing. ⸭ Develop analytical tool for data analysis and data collection. ⸭ Presentation preparation and conduct WASH & Gender training sessions with lead  trainer. ⸭ Mapping out project areas as per project needs.  ⸭ Prepare weekly/monthly/quarterly reports of the project activities. ⸭ Develop data collection methods and tools. |
| 4. | **Project Assistant ( March 1, 2018 - June 30, 2018)** |
|  | **International Federation of Red Cross and Red Crescent Societies**  Company Location : 684-686 Red Crescent Sarak, Bara Magbazar, Dhaka  Department: CDI II WASH Program  ***Duties/Responsibilities:***  ⸭ Supporting project Baseline and end-line design and survey ⸭ Doing FGD and KII ⸭ Designing, surveying, analyzing and presenting research ⸭ Change story preparation  ⸭ Coordinating with program stakeholders ⸭ Preparing event reports ⸭ GIS Maps preparation ⸭ Maintaining database of finished works ⸭ Taking training sessions as supervisor of surveyors  ⸭ Doing photography and graphics design to serve project purpose ⸭ Translating documents and serving as translator with foreigners  ⸭ Keeping regular contact with project implementation committees, local volunteers, district unit office and national society ⸭ Facilitating training and workshop preparation ⸭ Joining regular learning workshops within and outside organization ⸭ Paying regular field visits to project areas â€“Gopalganj and Rangpur |
| 5. | **GIS Assistant ( July 1, 2017 - February 28, 2018)** |
|  | **NRECA International**  Company Location : Rd No 99, Dhaka 1212, Bangladesh  Department: GIS  ***Duties/Responsibilities:***  Project Name: Uganda REA Master Plan Project  Responsibilities:  1. Reviewed satellite imageries, set up an environment and digitize structure, road and other physical features using google image and other images as supplied 2. Edited, corrected digitized data and uploaded to data server as assigned by supervisor  3. Provided assistance to supervisor on data review and rectification  4. Provided assistance to NRECA GIS team on Geodatabase finalization 5. Weekly reporting of tasks accomplished, challenges faced and means to resolve issues |
| 6. | **WASH Intern ( November 1, 2016 - June 30, 2017)** |
|  | **International Federation of Red Cross and Red Crescent Societies**  Company Location : Building No. 2, North Side, 684-686, Red Crescent Sarak, Bara Maghbazar, Dhaka 1217, Bangladesh  Department: Community Development Initiative (CDI) II WASH  ***Duties/Responsibilities:***  ⸭ Supporting project Baseline and end-line design and survey ⸭ Doing FGD and KII ⸭ Designing, surveying, analyzing and presenting research ⸭ Change story preparation  ⸭ Coordinating with program stakeholders ⸭ Preparing event reports ⸭ GIS Maps preparation ⸭ Maintaining database of finished works ⸭ Taking training sessions as supervisor of surveyors  ⸭ Doing photography and graphics design to serve project purpose ⸭ Translating documents and serving as translator with foreigners  ⸭ Keeping regular contact with project implementation committees, local volunteers, district unit office and national society ⸭ Facilitating training and workshop preparation ⸭ Joining regular learning workshops within and outside organization ⸭ Paying regular field visits to project areas â€“Gopalganj and Rangpur |
| 7. | **Intern ( September 28, 2016 - October 22, 2016)** |
|  | **Rajdhani Unnayan Kartripakkha (RAJUK)**  Department: Planning  ***Duties/Responsibilities:***  1. Extraction of knowledge on RAJUK's Planning section's activities,  2. In-depth discussion and analysis on recent structure planning and detail area planning process of Dhaka  3. Preparation of presentation on RAJUK (included) |
| 8. | **Research Assistant ( June 1, 2015 - October 19, 2016)** |
|  | **Khulna University**  Company Location : Khulna - 9208, Bangladesh  Department: URP Discipline  ***Duties/Responsibilities:***  1. Planning Policy Advocacy with School Children and Teachers 2. Management of Data Enumerators 3. Data Mining 4. Research Report Preparation & Presentation |
| **Academic Qualification** | |
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| **Organizational Affiliation** |
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| **Training Summary** |
| | **Training Title** | **Topic** | **Institute** | **Location** | **Year** | **Duration** | | --- | --- | --- | --- | --- | --- | | Foundations of Project Management | Google Project Management: Professional Certificate | Google | Coursera |  | 4 Weeks | | Technical Support Fundamentals | Google IT Support Professional Certificate | Google | Coursera |  | 6 Weeks | | Feminism and Social Justice |  | University of California, Santa Crouse | Coursera |  | 4 Weeks | | Introduction to Data Science | IBM's Data Science Foundations Professional Certificate | IBM | edx |  | 4 Weeks | | Programming for Everybody (Getting Started with Python) | Python for Everybody Specialization | University of Michigan | Coursera |  | 7 Weeks | | Qualitative Research Methods and Qualitative Data Analysis with NVivo |  | Social Science Research Council & Khulna University |  |  | 8 Weeks | | Advanced Modules of  GIS | Advanced digitizing and editing (ArcScan), Geo-database and topology building, Spatial referencing and geographic transformation, Spatial analysis and GIS modelling, Map series production tool (Data driven pages) | Bangladesh Institute of Planners | Planners Tower, 13/A Bir U. CR Dutta Rd, Dhaka1205 | 2018 | 2 days | | **Training Title** | **Topic** | **Institute** | **Location** | **Year** | **Duration** | | Environmental Impact  Assessment (EIA):A Primer |  | Bangladesh Institute of Planners | Planners Tower, 13/A Bir U. CR Dutta Rd, Dhaka1205 | 2018 | 2 Days | | Child Centered Disaster  Risk Reduction Symposium | Research Paper Presentation | BRAC, BRAC University, Save the Children, C&A Foundation | BRAC Centre, Dhaka | 2018 | 2 Days | | Training on Building Plan  Approval in Pourashava/ City Corporation | Development Control, Building Plan Approval History & Laws, Negotiation and Decision Making | Bangladesh Institute of Planners, Khulna University Planners' Alumni | Khulna University | 2018 | 1 Day | | Introduction to Monitoring & Evaluation | Key M&E concepts, steps,  tools and practices, application | International Federation of Red Cross and Red Crescent Societies | Online Learning  Platform | 2017 | 1 Day | | Project/ Program Planning (PPP) | Key skills and methods for project management, results-based project planning, "logical framework" | International Federation of Red Cross and Red Crescent Societies | Online Learning  Platform | 2017 | 1 Day | | Training on Mapping for Resilience | OSM, GPS Data CollectionGIS | George Washington University, USA and USAID GeoCenter | Khulna University  and Batiaghata  Upazilla | 2015 | 2 Days | | Youth Leadership Summit |  | Bangladesh Youth Leadership Center | Bangabandhu  International Conference Center | 2014 | 3 Days | |

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| **Career and Application Information** |
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| **Specialization** |
| |  |  | | --- | --- | | **Fields of Specialization** | **Description** | | * Report writing & Documentation * Monitoring & Evaluation * Research * Paper Book finishing * Volunteering * GIS/ Mapping * Project Design * Data management | ⸭ Report writing: I have prepared project reports like PRA report, FGD report, and activity report with good feedbacks. ⸭ Conducting project survey: For acquiring project-needed data, I have visited the project area along with surveyors to maintain the survey activities and give a proper guideline. ⸭ Manage and supervise a project team: I have managed a project team to establish them as a good team player and train them in different times to have the skills to finish the project task. ⸭ Vulnerability Assessment & Hazard risk mitigation: In the project of Urban Development Directorate of Bangladesh, we have developed questionnaires to analyze building vulnerability and safety nets of structures and also developed a disaster risk management plan for the sub-district level. ⸭ Data documentation and monitoring: Data documentation in both hard and digital format to analyze when needed and make spreadsheets in different formats like Excel sheets, SPSS file, Access file, and Geo-database format. In addition, time-to-time monitoring the task given by supervisor and follow-up of existing task and data acquired. ⸭ Monitor the tasks of project and evaluation of project activities: Daily and in some cases weekly cross-checking the data and monitoring the works for a better outcome and also evaluating the task time-to-time maintain balance and accuracy of the project task. ⸭ Good communication skills: Have good verbal and communication skill to give a presentation of works and activities to stakeholders and making the works visible in all cases. ⸭ GIS and Mapping: Have knowledge and experience in preparing all kinds of map like land use map, Suitability Map, Thematic map, Social map, Accessibility map, physical feature map, agricultural map etc. I have experience working on ArcGIS, QGIS, OSM, Google Earth, Erdas Imagine and TranCAD software too. | |

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| **Extra Curricular Activities** |
| Debating, Reciting, Anchoring. |

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| **Language Proficiency** |
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| **Personal Details** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Amanat Ali | | Mother's Name | : | Khatamun Ara | | Date of Birth | : | October 8, 1994 | | Gender | : | Male | | Marital Status | : | Married | | Nationality | : | Bangladeshi | | National Id No. | : | 19944711271000788 | | Religion | : | Islam | | Permanent Address | : | 213, Sirajuddin Sarker Road, Dattapara, Tongi, - 1710, Gazipur Sadar, Gazipur | | Current Location | : | Sadr, Mymensingh | |

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| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | |  |  | **Reference: 01** | **Reference: 02** | | Name | : | S. M. Mehedi Ahsan | Mohammad Ishtiuq Hossain | | Organization | : | KfW Development Bank | GIZ Bangladesh | | Designation | : | Senior Urban Resilience Specialist | Senior Advisor (Climate Policy) | | Address | : | Bangladesh Office  8th floor, House 50, Road 23  Banani, Dhaka | PO Box 6091, Gulshan 1 Dhaka 1212, Bangladesh | | Mobile | : | +880 16 1254 6283 | +8801726260696 | | E-Mail | : | Mehedi.Ahsan@kfw.de | ishtiuq.hossain@gmail.com | | Relation | : | Professional | Professional | |  |  |  | | |