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“Be the change that you want to see in the world.”

December 15, 2018

To,
COUNTRY MANAGER,
BRITISH RED CROSS,
684-686, BARA MOGH BAZAR, DHAKA-1217, BANGLADESH

Subject: Job Application for the post of “Planning, Monitoring, Evaluation, Accountability and Learning (PMEAL) Officer”

Dear Sir,

Upon discovering your posting for a new “Planning, Monitoring, Evaluation, Accountability and Learning (PMEAL) Officer”, I felt compelled to submit my resume for your review. As an experienced in public health research, project monitoring & evaluation and reporting with additional expertise knowledge in data analysis with a solid background in statistics and having a strong technical aptitude, I am prepared to significantly contribute to your organization in that roles.

I have completed both Bachelor and Masters degree in Statistics from University of Rajshahi, Bangladesh. Moreover, I have more than 7 conference papers, four peer reviewed journal publications, and a master’s dissertation. I achieved certifications of “R programming”, “Data Scientist’s Toolbox”, “Computing for Data Analysis” course with distinction from Johns Hopkins University, Bloomberg School of Public Health.

I am presently working as a “MIS Officer” at Shushilan, Bangladesh. Before that I served 1 year as “Monitoring and Evaluation Officer” in icddr (www.icddr.org), and 8 months as a “Research Manager” with 2 years 3 months as “Analytics Executive” at KANTAR MRB (www.kantar.com). I have advance knowledge of handling various data analysis tools: R programming, IBM SPSS, Excel, Stata, Matlab, Maple, Minitab, AMOS, Weka, Eviews, Rattle etc. Also I am experienced in Geospatial data analysis, vector and raster mapping with knowledge of ArcGIS/QGIS.

I have vast experience on various projects including National Kala-azar Elimination Programme, Effectiveness of Oral Cholera Vaccine, Maternal and Child Health and Nutrition, National Media Survey, Mobile Financial Services, Local Stability Initiatives, Good Governance and Capacity Building Programmes for various donors including USAID, DFID, InterMedia, CDC, Gallup, CIDA and various government and private funders. I have developed, managed and implemented databases to track the flow of information within complex, multi-layered, geographically dispersed projects, placing a specific emphasis on data quality.

On a personal level, I am detail-oriented, organized, and precise in my work. I have strong communication skills with a knack for clear and illuminating presentation. I’m comfortable on my own facing the numbers, but I really enjoy being part of a motivated team of smart people. I believe that my proven skills and experience in research, project monitoring and evaluation, vector and raster mapping, environmental fundraising and strategic communication to various audiences make me an excellent candidate for the PMEAL position.

Please find my contact information at the top of this letter, as well as on my enclosed resume. I appreciate your time spent reading this letter, and look forward to connecting in the future.

Sincerely,

Md. Sahidul Islam

Attached: Curriculum Vitae