

Resume of Md. Masum Billah Khan

Md. Masum Billah Khan

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1. Career Summary

I have about thirty years of professional experience working with International, National NGOs, GOs in different leading position of Education, Health and Education in Emergency (EiE) program. In my career, I have worked extensively with capacity development, TOT facilitation, program development, material development, project management, proposal writing and reports preparation.

2. Key skills & exposures:

- Training Coordination and Facilitation;
- Material Development;
- TOT Organizing and Facilitation;
- Entrepreneurship Development Training Facilitation:
- Core Skills Training;
- FD-6, FD-3 and FD-2 development;
- Consultation, data collection, compilation, analysis, coordination with clients, presentation of the reports;
- Facilitation skills for capacity building through training and workshop with skills in preparing training modules, training plan and training materials.
- Computer skills in MS Office, MS access and browsing.

3. Research area of experience :

- Conduct Baseline Survey for “Child Centered Community Development Project” for Dakbnga Bangladesh (DBD) in 2022 ;
- Supervised the data collection of “ The Residential Patterns of RMG workers” conducted by National Skills Development Authority (NSDA) in 2017;
- Conducted a Tracer Study on “The status of the graduated students of the project schools of Dakbnga Bangladesh” in 2012.
- Conducted the study on “The Needs Assessment of Adult Learners, Availability of Service Providers and Demand of Services” in 1993 as the Divisional Team Leader of Chittagong of Post Literacy and Continuing Education for Human Development Project (PLCEHD)-1, Ministry of Primary and Mass Education, Government of Bangladesh, 2003.
- Participate as a research associate of a team of expert led by national consultant to identify “National Competency of Non-Formal Education” by the Directorate of Non-Formal Education and ADB-NFE TA Project under the Ministry of Primary and Mass Education, 1998 led by Sir Dr. Sahjahan Tapan.

3. Consultancy area of experience (major):

- Facilitated Entrepreneurship Development Training for the women entrepreneurs of Bangladesh Women Chamber of Commerce and Industries (BWCCI) in their SEIP-BWCCI project. Gazipur and Narshingdi, 2023.
- Aligned primary curriculum with the curriculum of FIDA-Ashirbad hope centers on behalf of E-solve international through adding environment concerned contents in 20022.
- Facilitated training on Core Humanitarian Principle for the Officials of NGOs working in Rohingya Camps of Cox's Bazar as a Master Trainer on behalf of Disaster Forum in 2018.
- Junior Consultant (Inclusive Education) of the Directorate of Primary Education where supported the District Primary Education offices to develop Inclusive Education in the district of Feni and Chattraqram in 2011-2012.
- Facilitated Core Skills Training (Foundation and Refresher) of British Council for the Teachers and School leaders of Primary and Secondary level in Dhaka, Barishal, Rangpur, BRAC-CDM, Satkhira, Khulna and Bogura (2013-2018).

4. Job experience:

- Creative Services Limited (CSL) in the position of Managing Director from Jan.'22 – till date. My major responsibilities are the overall management, communication and coordination between different group of experts and finally to represent Creative Services Limited (CSL).
- Dakbhanga-Belgium in the position of Country Representative from Jan.'22 to till date. I was also the Honorary Country representative of the same organization from July'11 to Sep.'13. My responsibilities are there the overall management (administrative , financial), liaise with govt., & other agencies and donors, project proposals preparation, financial management of the organization, update of policies/other organizational documents; recruitment, training and appraisal of the staff;
- Bureau of Non-Formal Education in the position of Training Coordinator from Oct.'19 to Dec.'21 under PEDP-4. My major responsibilities there to Organize training , conduct orientation for the staff, develop instructional materials, facilitate and organize Trainings for different stakeholders;
- RISDA- Bangladesh in the position of Project Coordinator in Cox's Bazar EIE project funded by UNICEF funded Rohingya Response project from Nov.18 to Octo.'19. My major responsibilities are Coordination (internal and external), overall management of the organization, all communication and Coordination with govt., donor or field management of camp and the organization.
- Padma Multipurpose Bridge JV in the position of Institutional Development Specialist (Primary Education) from March'17 to March'18.To establish and run 4 Primary Schools of Padma Bridge Project in the resettlement area and to track the performance of the staff were my responsibilities.
- British Council in the position of Core Skills Trainer from Nov.15 to June'18 . There facilitate Core Skills Training for the Teachers and School Leaders of Primary & Secondary Level.
- British Council in the position of Global Core Skills Trainer from Nov.15 to June'18 . My responsibilities are there facilitate Core Skills Training for the Teachers and School Leaders of Primary & Secondary Level.
- Rana Plaza Coordination Cell (RPCC), Ministry of Labor and Employment in the position of Unit Coordinator from Octo.'13 to April'16 where my responsibilities are to coordinate the total rehabilitation initiatives of Rana Plaza Collapse Victims.
- PEDP-II of the Directorate of Primary Education in position of Junior Consultant Dec.'09 to June'11. There I assist Inclusive Education and other PEDP-II activities in the concerned districts (Feni & Chattogram).
- Ad-din Welfare Centre, Dhaka in position of Capacity Building Specialist from Jun'08 to May'09 in their Youth Friendly Health Services project of Global Fund. I was responsible there to organize

training for the doctors of govt. facilities, counselors, village doctors, health attendants and manage all activities related to the training.

- Post Literacy and Continuing Education for Human Dev. Project-1, BNFE in the position of Divisional Team Leader from July'02 to Dec.'07. My role was to lead the team of experts and Coordination of Monitoring and Implementing NGOs of the division.
- Concern Universal Bangladesh in the position of Assistant Project Coordinator (Outreach) from July'01 to June'02. My role was to ensure the afield activities through Monitoring and Supervision .
- ADB-NFE TA Project, DNFE in the position of Core Trainer from March'98 to June '01. My role there were Training Planning, budgeting, materials dev. and reporting.

6. Academic qualifications

- Masters of Arts in Geography, The University of Rajshahi in 1993.
- Master of Education from Ahsanullah University of Science and Technology in 2013.
- Post graduate Diploma in Human Rights and Legal Aid from Dhaka International University, Dhaka in 2005 and Post graduate Diploma Business Administration from Chittagong International Islamic University, Dhaka, 1999.

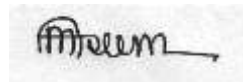
7. Personal Information

Name	: Md. Masum Billah Khan
Mother's Name	: Late Ms. Jahanara Khanam
Father's Name	: Md. Golam Rahman Khan
Permanent Address	: Village-Munshi Khanpur, PO-Khanpur Upazilla- Manirampur, District- Jashore
Date of birth	: 2 nd January, 1967
Nationality	: Bangladeshi
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Passport Number	: B00006819
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8. References:

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(Md. Masum Billah Khan)