

## Resume of Saroj Kumar Das

### Contact Details:

#### Saroj Kumar Das

Email: sarojkdas1964@gmail.com

Cell Phone: 01712571794

Mailing Address: Flat-3G, Rana Diganta, 28-30 R K Mission Road.  
Dhaka -1203



### 1. Career Summary

I have more than thirty years of experience working with government organizations and Garments & Knitwear industries. Throughout my career I have experienced partnership work & grant management with hundreds of NGO's including renowned NGOs BRAC & Dhaka Ahashania Mission for the implementation of various Non-Formal Education and livelihood project. Working experience as Senior HR officer and HR Manager in Garments and Knitwear Industry at NAZ Bangladesh Ltd. I also have gained vast field, training and livelihood experiences as a Group Animator and Assistant Instructor of Upazilla Resource Development & Employment Project.

### 2. Key skills & experience

- Expertise in project management including planning, implementation, monitoring and evaluation.
- Reviewing and developing different policies, procedures and guidelines related to both program and administration.
- Facilitating capacity building through training and workshop including developing modules, training plans and training materials.
- Grants management and partnership work with hundreds of NGOs for implementing Non-Formal Education and human development program/project.
- Strong analytical skill for writing technical and social compliance reports for donor and creating communication materials for resource mobilization.
- Strong coordination, communication and motivational skills with government and non-government organizations and stakeholders.
- Expertise in human resource management especially in the area of Garments and Knitwear industries and NGO sector Recruitment, training, promotion, salary determination and counseling.
- Speciality in innovation and engagement as divisional coordinator of the Bureau of Non-Formal Education Khulna region.
- Experienced as a training course coordinator of Non-formal education and Resource Person of the child development and women empowerment project at district level of Bangladesh Shishu Academy and District Information Office.

### 3. Research experience:

- Conducting baseline survey for Post Literacy & Continuing Education Project, Basic Literacy Project and Out of School Children Education Program to find out the situation of Adult non-literates, child labor, school dropout & never enrollment children and their livelihood .
- Baseline Survey for Family Literacy Innovation Project to identify the age ,sex ,income, education, resources, needs and human development condition and find out the correlation among various factors for giving support, counseling & guidance .
- Conducting a research on adult learners of Post Literacy and Continuing education Project to find out the reason behind absenteeism from the adult literacy and skill training classes.

#### 4. Consultancy experience:

- As an Innovator, Innovation expert and Divisional Innovation coordinator of Bureau of Non-formal Education giving consultancy in the various innovations initiative in the district label offices and Bureau of Non-formal education.
- As a member of the proposed Non-formal Education Development Program selected by the Ministry of Primary and Mass Education working with a group of consultant for preparing the final Non-formal Education Development Program document.

#### 5. Job Experience:

- **Creative Services Limited (CSL):** As a Director since May 07, 2023. Major responsibilities are resource mobilization, training and acting as a resource person.
- **Bureau of Non-formal Education:** As an Assistant Director from September 11, 2005-May 05, 2023 My major responsibilities were to implement donor and government funded non-formal education project and program with the partner NGOs. Baseline survey, recruitment training monitoring & evaluation motivation awareness building, preparing budget and fund management.
- **NAZ Bangladesh Ltd.:** As senior HR officer & HR manager from November 21, 2004 – September 10, 2004. Major responsibilities were Recruitment, HR & Environment policy, Pay structure formulation. Performance appraisal of workers and staff, Manpower planning, Training and development of staff and workers. Conduct inhouse regular training and contract external agencies for providing and arranging training, transportation, guest arrangement, compliance inspection and Welfare activities of workers and staff.
- **Directorate of Non-formal Education:** As a District Coordinator from January 28, 1995– October 31, 2004. My major responsibilities were to implement donor and government funded non-formal education project and program with the partner NGOs. Baseline survey, recruitment training monitoring & evaluation motivation awareness building, preparing budget and fund management.
- **Department of Youth Development:** As Group Animator from November 11, 1990-November 30, 1994 and Assistant Instructor from December 01, 1994 – January 27, 1995 of Upazilla Human Resource Development Project of DYD My major responsibilities were group formation, loan disbursement, training, promoting income generating activities & marketing, entrepreneurship development and adult education.

#### 6. Participation in Training:

- **Overseas Training:** Non-formal education management training in England (Two months). Non-formal education management training in India. (One month)
- **Country Training:** Financial & office Management, Capacity Building of govt. official, Material Development, Midterm review cum training program (organized by UNDP), Orientation course on Resource development, English language for communication & Study skill Development, (British Council Dhaka) Entrepreneurship training course, Orientation Course on Environmental awareness, Monitoring & management Information system, Innovation in public service, Field Training on Resource Development, Training of Trainer's Training on Research, Monitoring & Evaluation, Entrepreneurship Development, Innovation initiative, Monitoring & Evaluation, Material Development etc.

#### 7. Academic qualification:

- Bachelor of Commerce (Hons) & Masters of Commerce in Marketing. Dhaka University.

#### 8. Special achievement:

Awarded for innovative project "Family Literacy" in education expansion in Bangladesh. The piloting of the innovation project on Family Literacy was selected among 23 innovations in Bangladesh

primary education sector for showcasing at the 2019 innovation fair of the Ministry of Primary and Mass Education as the best innovation of the Bureau of non-Formal Education. The Family Literacy innovation was proposed by the Bureau of Non-Formal Education to the Ministry of Primary & mass Education for nationwide implementation. Merit scholarship awarded by the board of Secondary and Higher Education Board Dhaka. Selected as a Khulna divisional innovation co-ordinator of the Bureau of Non-formal Education. Selected member of the Non-formal Education Development Program among three district

#### **9. Publications:**

On International Literacy Day-2020 Article "The Covid-19 Crisis and Application of Family Literacy" was published in the Angikar Magazine by Bureau of Non-formal Education. Writing 'Continuing Education and our Commitment' in English and Bengali was selected by the Ministry of Primary & Mass Education for dissemination workshop. The publication of Education for All published the writing titled 'New ideas about literacy' in Orbit. My Writing "Importance of Information Technology in Self Employment" was presented in the seminar organized by Nilphamari district administration.

#### **10. Others Initiatives**

Establishment of Baghutia Achin Pakhi Sufi Sadhak Sangha and providing patronage in management since March,2021. aiming to work with Baul, Sufi monks Vaishnava devotees and artists for practicing absolute tolerance and avoiding bigotry, striving to maintain spiritual and communal harmony and to implement initiatives to create future musicians. Establishment of Baghutia Sanghit school and providing patronage in management

#### **11. Personal Information**

Name	: Saroj Kumar Das
Mother's Name	: Jamuna Rani Das
Father's Name	: Sattya Gopal Das
Permanent Address	: Village-Baghutia,Post-Arkandi,Upazilla-Baliakandi,District-Rajbari
Date birth	: May 06,1964.
Nationality	: Bangladeshi
Marital Status	: Married
Blood Group	: B(+ )Ve
National ID No.	: 3523209135599
TIN Number	: 783998666700

#### **12. References:**

01. Dr. Md.Abul Kalam Azad, Director General, Bureau of Non-formal education, Phone-02226601110, Cell phone - 01819794022 & 01958332616, Email - [dg@bnfe.gov.bd](mailto:dg@bnfe.gov.bd)
02. Md Nuruzzaman Sharif, Director (Admin& Finance), Bureau of Non-formal education, Phone-02226601115, Cell phone - 01715089497 & 01958332617 Email-[dirad@bnfe.gov.bd](mailto:dirad@bnfe.gov.bd)



---

**Saroj Kumar Das**