Probir Biswas
Mailing Address: House # GA-129/B (3rd Floor)
Uttar Badda, Dhaka-1212
Contact No: 01304389938 or 01914316432
Email: probir2099@gmail.com

Career Summary:

I have over eight years of professional experienced working with the Design Desk, Child Rights Governance & Child Protection Sector of Save the Children in Bangladesh and mPower Social Enterprises Limited. In my career, I have worked extensively with Data Management, reporting, design monitoring and results measurement tools, data collection systems, database design, development and management, dashboard reporting systems and real time monitoring through KOBO Toolbox, ODK, and Phone trucker as well as SPSS, STATA, Excel data analysis and Data visualization using Power BI, Looker Studio. In addition, I have experience in conducting research and reporting, Data migration, support to Project Management activities and providing support and training to end-users on apps, hardware and software issues.

Key Skills:

Data Visualization	Power BI, Tableau and Looker Studio.
Data Analysis	Excel, SPSS, Stata and Python (In progress).
Data Collection tools	KOBO, ODK, SurveyMonkey, Survey CTO and DHIS2.
GIS	ArcGIS.
Microsoft Office	Word, Excel, PowerPoint, Outlook & Access.
Programming Language	C, C++ & PHP.
Database	MySQL, MS Access and SQL (In progress)
Data management	Data Collection, Data entry and Cleaning, Data management, Keeping record and Preparing monthly, quarterly and Donor reports.

Employment Records:

#	Name of Organization & Duty station	Duration		Designation
		From	**To**	
1.	mPower Social Enterprises Ltd., Dhaka	February, 2022	On going	MIS Officer

Key Responsibilities:
- Data analysis and visualization using different tools like Power BI, Tableau, Looker Studio, Excel, SPSS, STATA, Python, and DHIS2, etc.
- Data Quality Checking, Data cleaning, and processing for data migration in the

system.
- Designing IT based M&E and MIS system for national and international NGO.
- Understanding the data flow of a M&E and MIS system and providing suitable IT solution for efficiently manage and use the data.
- Developing data collection form using open-source tool ODK/Kobo Toolbox for a project baseline, midterm, end line, and monitoring data collection.
- Maintain external stakeholder communication with the partner of the organization.
- Research and Development and innovation with new tools and technologies.
- Providing technical support & training on online system, operational & technical issues to users.
- Providing training on IT based M&E and MIS system.
- Utilizes team feedback and relevant metrics to identify areas of opportunity and works with teams to continuously improve on their projects.

Major Achievements:
- Designed and developed IT based M&E and MIS system for Smallholder Agricultural Competitiveness Project (SACP) under Ministry of Agriculture in Bangladesh.
- Designed and developed IT based Measuring, reporting and verification (MRV) system for Greenhouse Gases for the Department of Environment (DoE) for Food and Agriculture Organization (FAO) Bangladesh.
- Developed the Nutrition based project dashboard using Power BI for Welthungerhilfe (WHH) India, Bangladesh and Nepal.
- Designed and developed IT based M&E and MIS system for *CLARISSA* under Terre des hommes (*Tdh*) Bangladesh.
- Developed more than 15 online based data collected tools for national and international NGO.

2.	Save the Children in Bangladesh, Dhaka	May, 2016	December, 2021	Assistant Officer – ICT

Key Responsibilities:
- *Designed, developed, and maintained of the beneficiary databases with regular data updates.*
- *Data Analysis as well as prepared summary and provided statistical and graphical reports, presentation & information as per Project requirement.*
- *Developed, updated and maintained digital data collection tools to ensure high-quality data collection.*
- *Implemented proper backup, and security procedures to ensure data integrity and availability.*
- *Identify monitoring issues, set up indicators, and develop questionnaires and other tools for data collection.*
- *Developed GIS based data visualization system using ArcGIS.*
- Managed the overall data collection with data entry, data checking, cleaning, and validation.
- *Support to Conducted periodic survey and small studies to determine the achievements in comparing with project objectives.*
- *Conducted workshops and trainings for project staffs and volunteers on Android based mobile application, Data collection with ODK and KOBO, ICT, and field level activities.*
- *Developed the video and graphic content on the awareness raising and inspiring of the youth and children.*
- *Prepared weekly, monthly, quarterly, annual and donor reports as per requirement by the Project.*

3.	**Design Desk, Dhaka**	**February, 2015**	**April, 2016**	**Web Programmer**

Key Responsibilities:
- Designed and developed the website using HTML5, CSS3, PHP, MySQL, and JavaScript.
- Maintained of website, necessary information upload on the website from time to time.
- Regular database updated, maintained & backups.
- Provided support to web development department.
- Maintained of Server and necessary file upload on Server.

Academic Record (Start with highest degree)

#	Name of the Institutions	Degree/ Level	Passing Year	Class/ Grade
1.	Jahangirnagar University	Masters in Applied Statistics and Data Science	2022	CGPA-3.46 Out of 4
2.	Daffodil Institute of Information Technology	B.Sc. (Hons.) in Computer Science & Engineering	2013	CGPA- 2.85 Out of 4
3.	Govt. Sundarban Adarsha College, Jashore Board	Higher Secondary Certificate (Science)	2008	GPA- 3.80 out of 5
4.	Sreenagar High School, Jashore Board	Secondary School Certificate (Science)	2005	GPA- 4.25 out of 5

Training Summary:

#	Training Title	Institute	Location	Year	Duration
1.	Project Management Essentials	DisasterReady	Online	2022	24 Hours
2.	Data Analysis with SPSS	Bohubrihi	Online	2021	24 Hours
3.	Protect and Prevent Online Child Sexual Exploitation	Ain o Salish Kendra (ASK)	Dhaka	2020	1 Day
4.	Cybersecurity Essentials	Cisco Networking Academy	Online	2020	30 Hours
5.	Data Protection	Save the Children	Dhaka	2018	4 Hours

6.	Training on PHP, MySQL, HTML, CSS, and Java Script	Innovative Soft	Dhaka	2015	3 Months

Personal profile:

Name	: Probir Biswas	National ID NO	: 4711763470408
Father's Name	: Kamalesh Biswas.	Marital Status	: Married
Mother's Name	: Chapa Rani Biswas.	Religion	: Hinduism (Sonaton)
Date of Birth	: January 07, 1989	Sex	: Male

Address:

Present Address	Permanent Address
House Name: Bubly Villa House No. # GA-129/B (3rd Floor) Uttar Badda, Gulshan, Dhaka-1212.	Village: Sreenagar, Post: Kalinagar (Bazar), Thana: Dacope, District: Khulna.

Reference (with full contact details and email): Reference 1	Reference 2
Devashish Choudhury Team Lead - Software Development mPower Social Enterprises Ltd. Level 10 House 77, Nur Empori, Road 11 Banani, Dhaka 1213. E-mail: devashish@mpower-social.com Cell: +88-01718258970	*Sk. Rahamat Ullah* Manager - *Child Participation* Save the Children in Bangladesh House No. CWN (A) 35, Road No. 43 Gulshan – 2, Dhaka -1212. E-mail: rahamat.ullah@savethechildren.org Cell: +88-01745866037

Probir Biswas
Date: November 06, 2023