

Resume of Burhan Hamza

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Career Objective :

Accomplished CBT&A Skills Development Professional with a strong background in leading and directing digital skills and training initiatives. Seeking a leadership role to drive the strategic development, implementation, and growth of Skills development programs, fostering partnerships, and making a sustainable impact on workforce development. Committed to empowering youths through Skill development and CBT&A to facilitate sustainable growth in their lives.

Professional Summary :

- 17 years of experience in CBT&A and skills development along with progressive leadership role.
- Presently Working as a **Consultant at World Bank** .
- Proven success in designing and executing effective CBT&A and skills development strategies and programs.
- Identifying training needs and formulating programs with a focus on enhancing targeted skills.
- Adept at team leadership, mentorship, and building high-performing teams.
- Integrated learning strategies that ensure outcome based learning (OBE) and digital blended learning approach.
- Results-driven with a commitment to continuous improvement and innovation.
- Implement and supervise assessment methods to measure the effectiveness of CBT&A initiatives.
- Strong skills in initiating Platforms / Networks and managing the network (**Founder of TVET Professionals' Network**).

Educational Qualification :

- **MSS in Social Welfare** from National University in 2007.
- **BSS (Honors) in Social Welfare** from National University in 2004.
- **PGD PM (Post Graduate Diploma in Project Management)**. From Edu-Pro, UK (online) in 2023.
- Pursuing / Studying **PMP (Project Management Professional)**.

Professional Certifications :

- **Skills Development Program Management Leadership Training** by SEIP
Implemented by **Institute of Public Finance - IPF**, The Training wing of Ministry of Finance.
- **Level 5 Certified CBT&A MASTER TRAINER** of Bangladesh Technical Education Board (**BTEB**).
- **Level 4 Certified CBT&A ASSESSOR and TRAINER** from Both **BTEB** and **NSDA** .
- Certified Trainer of **Entrepreneurship** Development of **SIYB - ILO** .
- **NTVQF Level 1, Level 2 & Level 3**, Certified from BTEB on **Computer - I T** .

Consultancy Experience in TVET and Skills Development :

- **ILO - Skills 21 Project** - Develop QIP Guideline for Model TVET Institutes & Center of Excellence for DPDS.
- **SEIP - Tracer Study for Job Placement** of SEIP Project (Tranche 2).
- **ILO, NSDA & BTEB** - Develop CS, CBLM, Curriculum, Training Module for **Level 4, 5 & 6** .
- **SEIP - SD 06 Project** - Developed, Implemented & delivered Skills ToT package through TUV-SUD.
- Developed CS, CBLM, Curriculum Training Module for various occupations for **BRAC, BACI, CISC, SEIP - SD 03 Project**.

Skills Proficiencies :

- Strategy Development
- Program Leadership
- Team Management and Development
- Stakeholder Engagement
- Institute Industry Partnerships
- Funding and Grants Management
- Change Management
- Monitoring and Evaluation
- Communication, Coordination & Liaison
- Team Building Training Delivery

Personal Information :

Date of Birth : 20 December 1981
NID Number : 28 33 66 7146
e-Passport No. : A 03943562

Father Name : A K M Anwar Hossain
Mother Name : Rahima Anwar
Religion : Islam (Muslim Sunni)

Total Working Experience above 17 Years :

1. Name of the Organization : World Bank, Bangladesh

Designation: Consultant (Education Team), Duration: June 2022 to Present

Key Responsibilities and Achievements :

- Providing technical support for quality project implementation.
- Strategic planning and design of operations and monitoring manuals.
- Analyzing project progress and proposing improvement plans.
- Managing the development and dissemination of advocacy and communication products.
- Collaborating with PMU for knowledge building and sharing.
- Providing innovative solutions for project implementation challenges.
- Fostering relationships with key stakeholders for effective guidance and support.
- Ensuring effective information flow to beneficiaries and stakeholders.
- Planning, coordinating, and scheduling project operations.

2. Name of the Organization : BACI-SEIP Project (A Project under Ministry of Finance and Funded by ADB.)

Designation: Coordinator (M&E), Duration: March 2018 to May 2022

Key Responsibilities and Achievements :

- Effective management and implementation of a government and ADB-funded project.
- Partnerships with government, private sector, INGOs, NGOs, and youth organizations.
- Managing the implementing Liaison with partner, stakeholders like DU-IBA, EWU, BUTEX, BUFT etc.
- Development of a Detailed Implementation plan, monitoring, and revision.
- Successful training and certification of about 41,483 trainees across the country in 4 years.
- Monitoring and supervision in job placement of about 32,942 trainees across the country in 4 years.
- Providing guidelines for quality reporting and effective coordination between PIU and 53 stakeholders.
- Managing the implementation of training programs with a total budget around Tk 140 Crore over 4 years.
- Implement and supervise the training & assessment of upskilling, reskilling with OBE and digital blended learning.
- Capacity-building training for project staff, technical team, and stakeholders.
- Regular field visits to monitor and supervise program implementation activities and provide required support.
- Led a Team of 45 people directly and 267 people indirectly
- Maintaining Liaison with stakeholders like SEIP / Ministry, NSDA, BTEB, DTE, BMET and ISC's members

3. Name of the Organization : NARI Project (World Bank) - BEPZA (3rd Party).

Designation: Training Consultant, Duration: February 2017 to February 2018

Key Responsibilities and Achievements :

- Management and coordination of basic education and RMG skill training programs at training centers in 3 EPZ
- Monitoring and evaluation of education and training process of about 5,400+ trainees in 1 year.
- Program implementation strategy has been improved in basic project design in consultation with World Bank
- Building and maintain relationship with stakeholders and ensure effective coordination.
- Preparation of periodic reports and budget coordination.
- Led a Team of 12 people directly and 64 people indirectly.

4. Name of the Organization : Training Zone - Consulting Firm

Designation: Consultant, Duration: February 2017 to March 2018

Key Responsibilities and Achievements :

- Improvement of project implementation design for the Non-Formal education & skills training program.
- Analysis and assistance in developing education and skills training projects and learning materials.
- Enhanced liaison with different stakeholders for Education & Skills Training Program.
- Financial management and compliance with project/donor policies.

5. Name of the Organization : Wave Foundation (NGO)

Designation: Coordinator (Education & Vocational Training), Duration: January 2015 to January 2017

Key Responsibilities and Achievements :

- Leadership for quality implementation.
- Effective communication and negotiation with stakeholders.
- Staff training and community engagement.
- Redesigning and budget review for donor projects.
- Project activity review and restructuring.

6. Name of the Organization : Dhaka Ahsania Mission (DAM)

Designation: Training Manager - M&E (CBT&A, Informal Education), Duration: January 2010 to December 2014.

Key Responsibilities and Achievements :

- Training, education, and certification of about 6,300 Trainees across the country over 5 years.
- Formulation of institutional development plans for stakeholders / education and training service provider.
- Assessment of labor market needs and required skills.
- Designing and deliver training and other capacity-building initiatives with target audiences.
- Budget and progress analysis.
- Sensitivity to gender and diversity.
- Work in diverse cultural contexts.
- Ensuring knowledge and understanding of child protection and gender equality for women

7. Name of the Organization : Grass-Root Development Foundation (GDF)

Designation: Training Monitoring Officer, Duration: September 2006 to December 2009.

Key Responsibilities and Achievements :

- Conducted training sessions and supervised livelihood and vocational training programs.
- Facilitated training for various stakeholders.
- Developed training guidelines and policies.
- Designed training follow-up tool & conducted training follow-up session.
- Conducted routine field visits and identified training-related issues.

Training Conducted :

- 5 Days, Basic Instructional Skills Training (BIST) by British Council in 2012.
- 6 Days Training on Curriculum Development by Dhaka Ahsania Mission (DAM) in 2013.
- 3 Days Workshop On “Learning to Earning: TVET Program Management” by British Council & DAM.
- 12 Days Training on CBLM Development by Dhaka Ahsania Mission (DAM) in 2014.

References :

- **Dr. Md. Mokhlesur Rahman**, Senior Operations Officer, **World Bank**, Bangladesh
Cell : +8801711593184 , Email: mrahman2@worldbank.org
- **Dr. Hari Pada Das** , TVET Expert, Human Capital Development Program, **European Union**, Bangladesh.
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- **Dr. Nurul Islam**, TVET Specialist, **SEIP** Project. A Skills Development Project under Ministry of Finance.
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Burhan Hamza

10 October 2023