

Khondkar Abdullah Mahmud



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Career Objective:

My objective is to excel as a Development Professional within both National and International organizations, utilizing my robust technical acumen and leadership abilities in the realms of Technical and Vocational Education and Training (TVET) & Skills Development. I aspire to spearhead initiatives that foster enduring and impactful change, steering towards sustainability and positive transformation.

Career Summary:

With a robust five-year experience within reputed National level NGOs, I have demonstrated expertise in cultivating and managing pivotal relationships with both National and International donors. My focus lies in Technical and Vocational Education and Training (TVET), Skills Development, and Livelihood Programs, complemented by adept Project Management skills. I possess extensive experience in training educators and assessors, coupled with a proven track record in strategically developing curricula and learning materials. My unwavering dedication underscores a commitment to nurturing an impactful and efficient education and skills development ecosystem.

Work Experience:

1. Organization: UCEP Bangladesh

- **Designation: Deputy Program Officer - TVET & Skills Development,**

Period: 5 February 2023 to Present. **Location:** Head Office, Dhaka.

Major Achievements:

- Contributed to the development of Development Project Proposals (DPPs) in the Public-Private Partnership model between UCEP Bangladesh and different government ministries.
- Contributed to the development of project proposals (EOI/RFP/Technical & Financial Proposal) for grants from different government and international organizations, including the ASSET Project of MoE, NHRDF of NSDA, BEZA, SDF, DoICT, Swisscontact, Schneider Electric Foundation, Metlife Foundation, etc.
- Worked as a Curriculum Developer for Skills Needs Assessment of Rohingya Youths living in Cox's Bazar and Bhasan Char under the UNHCR and UCEP Bangladesh partnership.
- Developed and facilitated two Training of Trainers programs for trainers and assessors of Rohingya response in Cox's Bazar under UNHCR.
- Monitored program activities for different donors, including DFAT-Australia, CVDP, BYEI, CISC, Schneider Electric Foundation etc.
- Contributed to the development of Entrepreneurship Development Competency Standard.
- **Designation: Assistant Project Coordinator-Prottoy: Development Through Youth Training Project**
(A Public Private Partnership Project between Department of Social Services, Ministry of Social Welfare & UCEP Bangladesh)
Period: 18 April 2022 to 4 February 2023. **Location:** Head Office, Dhaka.
Major Achievements:
 - Successfully completed 8000 training of youths under this project and in 10 TVET Institutes of UCEP Bangladesh.
 - Ensured the successful procurement and distribution of training materials.
 - Achieved a job placement rate of 80%.
 - Contributed to the revision of the existing DPP for the project.
 - Collaborated with BTEB and NSDA in the development of CBLM, CS, and CBC.
 - Reviewed and updated the existing training program, CS, CBLM, and CBC of UCEP Bangladesh.

2. Organization: Centre for Occupational Research and Education (CORE)

Designation: Research Associate-Curriculum Development, (Curriculum Development for Dhaka Technical Teacher's Training Institute Project of BMET & Funded by Islamic Development Bank)

Period: 20 February 2020 to 14 April 2022. **Location:** Dhaka.

Major Achievements:

- Contributed to the development of Technical and Financial Proposal Development, Inception Report, and Monthly Progress Report.
- Assisted in Research and Development for Curriculum Modernization.
- Integrated EduTech and STEM into TVET Teacher's training curriculum.
- Facilitated a curriculum development workshop following the DACUM Method with Principals and Trainers of TTCs and IMTs.
- Developed course contents for short and long courses.
- Supported in the Curriculum Validation for Diploma, BSc, and PGD in Technical Education programs.

3. Organization: RISDA Polytechnic Institute (RISDA Bangladesh)

Designation: Junior Instructor - Computer Technology Department

Period: 01 September 2018 to 19 February 2020. **Location:** Birulia, Savar, Dhaka.

Major Achievements:

- Contributed to the capacity strengthen of Diploma in Engineering, BTEB 360 Hrs, and NTVQF courses of the Computer and Electrical Technology Department.
- Trained 100 female students on **ICT Literacy** under the **ShePower** Project of the ICT Ministry.
- Signed several MoU with potential employers.
- Worked as Facilitator of **International Seminar on Dissemination on Finding Potential Responses on Rohingya Refugees and Host Community Issues**, at Hotel Long Beach Coxes Bazar on 3 April 2019 organized by RISDA Bangladesh.

Freelance and Consultancy Experience:

- Developed 5 **Competency Based Learning Materials** for National Skills Development Authority.
- Worked as **Subject Matter Expert** of NTVQF Level 4 in CBT&A Methodology CBLM Review works at BTEB.
- Trained 5 batches of 100 Teachers of different Govt. TTCs, Govt. IMT and Private Institute on **Competency-Based Training and Assessment (CBT&A) Methodology NTVQF Level 4** at Bangladesh Korea-Technical Training Center, Dhaka under **Skills 21 – Empowering citizens for inclusive and sustainable growth Project** of International Labour Organization (ILO) from Sept. 2020- December 2022.
- Trained 2 batches of Teachers from different Govt. Polytechnic, Govt. TSC and Private Institute on **Competency-Based Training and Assessment (CBT&A) Methodology NTVQF Level 4** at **Vocational Teachers' Training Institute, Bogura** under **Skills 21 – Empowering citizens for inclusive and sustainable growth Project** of ILO during February 2020 to September 2021.
- Trained 6 batches of Industry Persons of different Industries on **Competency-Based Training and Assessment (CBT&A) Methodology – NTVQF Level 4 (Assessor Part)** at **Vocational Teachers' Training Institute, Bogura** under **Skills 21 – Empowering citizens for inclusive and sustainable growth Project** of ILO during February 2020 September 2021.
- Trained Teachers and administrative staffs of **Jashore Govt. Technical School and College** and **Kushtia Govt. Technical School and College** on **Cloud Computing for Teaching Learning and Office Management** in November 2020.
- Trained Teachers of **Bangladesh Sweden Polytechnic Institute, Kaptai, Rangamati** on **ICT for E-content Development, Teaching–Learning and Evaluation** in October 2020.
- Trained Teachers of **Jashore Govt. Technical School and College** on **Adopting and Implementing Online Teaching** in August 2020.
- Trained Teachers of **Jashore Govt. Technical School and College** on **Digital Content Development** in March 2020.
- Trained students from 10 universities and colleges in Savar and Ashulia Upazila on **Social Action and Mobilization for the Prevention of Radicalization and Extremism through Enhanced and Targeted Interventions**. This program was organized by RISDA Bangladesh under the SAMPREETI Project of Manusher Jonno Foundation from February 2018 to October 2019.

Professional Certifications:

- Certified Microsoft Innovative Educator
- Google IT Support Professional Certificate
- Google Project Management Professional Certificate
- National Certificate Level 5: Certified Master Trainer on Competency Based Training and Assessment (CBT&A) Methodology
- National Certificate Level 4: Certified Trainer and Assessor on CBT&A Methodology

Academic Qualifications:

- Master of Governance and Development Studies from Jahangirnagar University in 2023.
- BSc in Electrical and Electronic Engineering from City University in 2021.
- Diploma in Engineering in Electronics Technology from Dhaka Polytechnic Institute in 2016.

Publication:

- 1st Author, Adopting Industry 4.0 Through Learning Factory Concept in TVET, Conference Paper, *International Conference on Skills Readiness for Achieving SDGs, and Adopting IR 4.0, 2020 Dhaka.*

Training Achieved:

- Protection from Sexual Exploitation and Abuse (PSEA), inhouse training at UCEP Bangladesh 2023.
- Governing Blue Deltas of Bangladesh, Bangabandhu Sheikh Mujibur Rahman Maritime University, 2023.
- International Organizations Management, University of Geneva through Coursera,2022.
- Management of International Development: Towards Agenda 2030, Università Bocconi through Coursera, 2022.
- Professional Skills for the Workplace Specialization, University of California, through Coursera,2022.
- Regional Program on Strengthening TVET Instructional Management System (Online), Colombo Plan Staff College, Philippines, 5 Days, 2020.
- Regional Program on Equipping Future Workforce with 21st Century and Technopreneurship Skills through Quality TVET, Dhaka, Colombo Plan Staff College, Philippines & Ministry of Education, Bangladesh, 5 Days, 2020.
- Teaching Sustainable Development Goals, Microsoft Education, 2019.
- Improve Your Business (IYB): SIYB Package, International Labour Organization, 5 Days, 2019.
- Generate Your Business Idea (GYB) SIYB Package, International Labour Organization, International Labour Organization, Duration: 5 Days, 2016.
- PRINCE2 Foundation: Project Management, Global Skills Development Agency, 16 Hours, 2018.
- Innovation in Public Service, Access to Information a2i, Prime Minister's Office, Dhaka, 5 Days, 2017.

References:

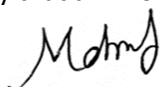
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I certify that all information stated in this CV is true & complete to the best of my knowledge



Khondkar Abdullah Mahmud