



## FARZANA KABIR

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### EDUCATIONAL BACKGROUND/QUALIFICATION

Exams	Group/Department	Institutes	Result	Year
MSC	Physics	National University Bangladesh	Second Class	2003
BSC Honors	Physics	National University Bangladesh	First Class	2001
H.S.C	Science	Phultala M.M College	Second Class	1995
S.S.C	Science	Phultala Gov. Girls High School	First Division	1993

Experience: More than 10 years experience in NGO Project Management Team. Now working as Program Officer. Major responsibilities include:

- Prepare monthly work plan as per project implementation guideline and conduct project activities as per guideline.
- Conduct community group meeting & training and arranged monthly , quarterly and Yearly meeting with project staffs.
- Arranged Stakeholder meeting and attend to DC office meeting and prepare monthly Report as per DC Office format.
- Prepare meeting ,training and seminar report
- Monitoring the projects activities by ensuring the total monitoring mechanism.
- Prepare diverse Progress Report for the organization and the Donors based on the field findings.
- Keep and prepare thematic Process Documentation.
- Attended training and workshops in Home and Abroad.
- **Prepare** event-based **Press Note** and make arrangement to get news coverage
- Assist in organizing and executing workshops/meeting/Seminar
- Advise on managing events, day observations, other organizational gathering and meeting to demonstrate and keep record of activities according to plan.