

Resume of

Dr. Mohammad Ziaul Islam

System Analyst (4th Grade)

Bangladesh Public Administration Training Centre
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A. Academic Attainments:

i) Ph.D. Degree

In 2020 completed a Doctor of Philosophy (Ph.D.) in Physics, Faculty of Mathematical and Physical Sciences, from the Jahangirnagar University, Savar, Dhaka.

ii) Diploma in Network System Administration

Completed the Professional IT Training course/Diploma in Network System Administration under IT Scholarship Project of Islamic Development Bank-Bangladesh Islamic Solidarity Educational Wakf (IDB-BISEW), 1st Batch, Year-2004.

Major Area:

- i) Computer Fundamentals
- ii) A+
- iii) Network+
- iv) Microsoft Windows 2000 Professionals
- v) Microsoft Windows 2000 Server
- vi) Managing Microsoft Windows 2000 Network Environment
- vii) Linux Administration
- viii) Microsoft Exchange Server 2000

iii) M.Sc. in Telecommunication and Information Systems

In 2010 completed a Master of Science (M. Sc.) in Telecommunication and Information Systems from the University of Essex, UK, under the JDCF Scholarship.

Major Subjects:

- i) Theory of Signals and Systems
- ii) Transmission Systems
- iii) Networking Principles
- iv) Mobile Communications
- v) Advanced Transport Networks
- vi) Professional Practice and Research Methodology
- vii) Programming in Java

iv) M.Sc. in Applied Physics and Electronics

Completed and achieved the Master of Science (M.Sc.) in Applied Physics and Electronics from the University of Rajshahi, Bangladesh, in 1997 (exam held in 1999).

Major Subjects:

- i) Communication Engineering
- ii) Radio and TV Engineering
- iii) Pulse and Switching Circuits
- iv) Computer Technology
- v) Computer Programming and Numerical Methods
- vi) Telecommunication
- vii) Applied Geo-physics.

v) B.Sc. (Hon's) in Applied Physics and Electronics

Obtained Bachelor of Science (B.Sc.) with honors in Applied Physics and Electronics from the University of Rajshahi, Bangladesh, in 1996 (exam held in 1998).

Major Subjects:

- i) Basic, Advanced and Industrial Electronics
- ii) Applied Electricity, Magnetism, and Networks
- iii) Electrical Machines and Systems
- iv) Electronic Circuits, Devices, and Instrumentation
- v) Quantum Mechanics and Modern Physics
- vi) Basic Solid-State Physics and Materials Science
- vii) Geophysics
- viii) Electromagnetic Theory and Antenna
- ix) Data processing
- x) Digital Electronics, Microprocessor, and Microcomputer

vi) Higher Secondary Education

In 1992 achieved Higher Secondary Certificate (HSC) in Science Group from Government Rajendra College, Faridpur, under the Board of Intermediate and Secondary education, Dhaka, Bangladesh. Obtained first Division in the examination.

vii) Secondary Education

In 1990, completed the Secondary School Certificate (SSC) from Dhopadanga High School, Faridpur, under the Board of Intermediate and Secondary Education, Dhaka. Obtained first Division from the Science group.

B. Professional Training (Home):

i) ICT, e-Governance, and Innovation Related Courses/Workshops:

Sl. no.	Title of the Course	Duration	Organization/Institute
01	Digital Bangladesh and Service Innovation	15-19 May 2016	a2i Programme, Prime Minister's Office
02	Consultation Workshop on e-Learning Platform for Bangladesh Civil Service	01 June 2014	McWeadon Education, USA & a2i Programme, Prime Minister's Office
03	e-File Management Systems	27 February-03 March 2013	Korea International Cooperation Agency (KOICA) and MoPA
04	e-Government Management Course	13-22 March, 2011	BPATC and Australian National University (ANU)
05	Network Security, Software and Web Management	05 April-03 May, 2008	SBPATC (Phase-II) Project BPATC
06	Information & Network Security	28 Nov, 2005 - 20 Jan, 2006	Centre for Development of Advanced Computing (CDEC), India
07	Introduction to Geographical Information System (GIS)	09-19 July, 2005	British High Commission & BPATC

ii) Capacity Development Courses, Study Tour and Workshops:

Sl. no.	Title of the Course	Duration	Organization/Institute
11	Public Private Partnership (PPP)	25-26 September 2017	a2i Programme & Public Private Partnership Authority (PPPA)
12	Conduct and Discipline Course	13-24 October 2011	Bangladesh Public Administration Training Centre (BPATC)
13	Certified TQM Trainer	September 2009	Enhancing Capacity of Public Service Training in Bangladesh (ECPUST-BD/TQM) Project
14	International Convention on Quality Control Circles (ICQCC)	24-26 October 2008	Bangladesh Society for Total Quality Management (BSTQM)
15	International Workshop on Negotiation & Conflict Management	27 June 2008	Bangladesh Public Administration Training Centre (BPATC)
16	Public Procurement Regulation (PPR)	15-19 July 2007	SBPATC (Phase-II) Project, BPATC
17	Short Course on TQM	30 May-07 June 2007	Enhancing Capacity of Public Service Training in Bangladesh (ECPUST-BD/TQM) Project of BPATC & JICA
18	TOT Course on TQM	17-26 June 2007	Enhancing Capacity of Public Service Training in Bangladesh (ECPUST-BD/TQM) Project of BPATC & JICA

19	Financial Management Course (FMC)	05-19 September 2006	Bangladesh Public Administration Training Centre (BPATC)
20	Training of Trainers (TOT)	04 -18 July, 2006	Bangladesh Public Administration Training Centre (BPATC)
21	Workshop on South Asian Lightning Awareness Program (SALAP)	17 December 2004	Jahangirnagar University, Savar, Dhaka.

C. Professional Training (Abroad):

i) ICT, e-Governance, and Innovation Related Courses/Workshops:

Sl. no.	Title of the Course	Duration	Organization/Institute
01	Office Automation Course	1-12 Apr, 2014	Mahidol University, Thailand
02	Information & Network Security	28 Nov, 2005 - 20 Jan, 2006	Centre for Development of Advanced Computing (CDEC), India
03	Microsoft Certified System Administrator (MCSA)	13 Oct, 2003 - 19 Oct, 2004	Microsoft Corporation (Through online)
04	Microsoft Certified Professional (MCP)	13 October, 2003	Microsoft Corporation (Through online)

ii) Capacity Development Courses, Study Tour and Workshops:

Sl. no.	Title of the Course	Duration	Organization/Institute
05	Procurement Management	27 July - 04 August 2015	Rome Business School, Italy
06	Study Tour Programme of 89 th Advanced Course on Administration and Development (ACAD)	16-25 June 2013	University Community Transformation Centre (UCTC), University of Putra, Malaysia.
07	Country Focused Program on Public Service Improvement	17-30 July 2012	Japan International Cooperation Agency (JICA), Japan
08	Public Administration Course	16-25 July 2009	Beijing Administrative College, China

D. Membership of Professional Associations:

- **Life Fellow (FBCS-200) & Elected Treasurer**, Bangladesh Computer Society (BCS), 2012
- **Fellow Member (CTO-039)**, CTO Forum Bangladesh, 2016
- **Life Member (M 2008-0565)**, Bangladesh Society for Total Quality Management (BSTQM), 2008
- **Life Member (BSTD-77)**, Bangladesh Society for Training and Development (BSTD), 2016
- **Life Member & Joint Secretary (Admin)**, Bangladesh Meteorological Society (BMS), 2019
- **Life Member**, Administrative Staff College of India (ASCI), India
- **Life Member**, Applied Physics & Electronic Engineering Alumni, RU, 2012
- **Life Member**, Telecommunications and Information Systems Alumni, Essex, UK
- **Life Member**, JICA Alumni Association, 2014
- **JICA-BPATC Certified Total Quality Management (TQM) Trainer**, 2009

E. Language & Degree of Proficiency:

<u>Language</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>
Bengali	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Arabic	Nil	Moderate	Nil

F. Country Visited:

China, France, Italy, India, Japan, Malaysia, Thailand, UK, and Vietnam.

G. Research and Publications:

Research Experience:

- “Study of the Variability of Large-Scale Circulation Systems and its Relation to Monsoon Rainfall over South Asian Region”**: Ph.D. Thesis work under the Department of Physics, Jahangirnagar University, Savar, Dhaka, Bangladesh in 2020 for the Ph.D. Degree.
- “Training Need Assessment (TNA) of Innovation Officers of Bangladesh”**: BPATC in collaboration with a2i Programme, Prime Minister's Office in 2014.
- “Applicability of Total Quality Management (TQM) in Administration: A Study on KAIZEN Action Plans Implemented in the Field Administration”**: BPATC, 2012.
- “Quality of Service Management in Next Generation Networks (NGN)”**: M.Sc. Project and Dissertation work under the Department of Telecommunication and Information Systems, University of Essex, UK, in 2010 for the M.Sc. Degree.
- “e-Governance in BPATC: A Study on Need Assessment and Future Implementation”**: BPATC, 2008.

- vi) **“Hardware, Interface and Software Development for Computer-Aided Digital IC (Logic gate) Tester”**: M.Sc. Thesis under the Department of Applied Physics and Electronics, University of Rajshahi, Bangladesh, in 1999 for the M.Sc. Degree.

Published Articles:

- i) **“E-Government Readiness: Bangladesh Perspective”**: **Mohammad Ziaul Islam**, Nasrin Sultana, published in the Journal of Bangladesh Journal of Public Administration, (ISSN-1563-5032), Bangladesh Public Administration Training Centre, Vol.-XXII, Number-II, 2013, p. 62-82.
- ii) **“Total Quality Management: A Tool for Improving Public Services in Bangladesh”**: **Mohammad Ziaul Islam**, published in the Journal of Training and Development (Proshikhyan, ISSN-1819-9097), Bangladesh Society for Training and Development, Vol.-20, No.-2, July-December 2012, p. 1-13.
- iii) **“Improving Union Parisad Activities through Total Quality Management”**: AKM Enamul Haque and **Mohammad Ziaul Islam**, published in the Union Parisad Training Manual (ISBN: 978-984-33-5363-4), National Institute of Local Government (NILG), June 2012, p. 85-90.
- iv) **“An English-to-Bangla Transfer Based MT System”**: Md. Abdul Alim, M. Ganjer Ali, Md. Wahedul Islam, Md. Rokanujjaman, **Mohammad Ziaul Islam**, and A. M. Chowdhury, published in the Journal of Electronics & Computer Science, Vol.-7, 2006, p. 15-20.
- v) **“Mapping of Bangla Characters in Font Layout for Sorting”**: Md. Wahedul Islam, Sangeeta Biswas, Md. Rokanujjaman, **Mohammad Ziaul Islam**, and A. M. Chowdhury, published in the Jahangirnagar Physics Studies, Vol.-11, 2005, p. 65-71.
- vi) **“Activation Energy, TCR and Hall Effect Study of WO₃ Thin Films”**: M.A. Sobhan, M.S.R. Khan, Md. Rokanujjaman, **Mohammad Ziaul Islam**, and A. M. Chowdhury, published in the Jahangirnagar Physics Studies, Vol.-12, 2005, p. 9-14.
- vii) **“Construction of Computer-Aided Digital IC Tester”**: **Mohammad Ziaul Islam**, A. M. Chowdhury, T. Ferdous, Md. Rokanujjaman, Md. Nazmul Huda and Md. Rezaul Islam, published in the Jahangirnagar Physics Studies, Vol.-11, 2005, p. 25-29.

Conference Papers and Proceedings:

- i) **“e-Government Readiness of Bangladesh: An analysis of UN e-Government Survey Report”**: **Mohammad Ziaul Islam** for ‘7th International Conference on Public Administration and Development (ICPAD)-2020’, held on 5-8 February 2020, Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka, Bangladesh.
- ii) **“Teleconnection of North Pacific High (NPH) Pressure Zone with Monsoon Rainfall of Bangladesh and India during 1948 to 2016”**: **Mohammad Ziaul Islam**, Prof. Dr. Md. Abdul Mannan Chowdhury and Prof. Dr. Dewan Abdul Quadir for ‘International Conference on Contemporary Research and Applications of Meteorology (ICCRAM)-2019’, held on 07 December 2019 at BMD, Dhaka, Bangladesh, Jointly Organized by- University of Dhaka (DU), Jahangirnagar University (JU), Khulna

H. Research Interests:

- i) ICT & e-Governance;
- ii) Empathy Building & Innovation;
- iii) Capacity Development & Training Management;
- iv) Total Quality Management (TQM) in Public Sector.

I. Area of Interest/Expertise:

ICT & e-Governance, Empathy Building & Innovation, Capacity Development & Training Management (including e-Learning Platform Based Training), and Total Quality Management (TQM) in Public Sector.

J. Other Information:

1.0 Professional Experience:

1.1 Position: Assistant Systems Analyst/Deputy Director (4th Grade), BPATC

Period: From July 01, 2019 to till date.

Responsibilities-

- i) Develop ICT and e-Governance Module for the Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), and Senior Staff Course (SSC) and specialized courses like Special Foundation Training Course (SFTC) for LGED/DoICT Officials.
- ii) Conduct training sessions on ICT, e-Governance, Innovation, Empathy, etc. for FTC, ACAD, SSC and other courses at BPATC and other renowned training institutes/organizations as Guest Speaker.
- iii) Coordinate ICT activities with different Divisions of BPATC, Ministry of Public Administration, ICT Division and Prime Minister's Office.
- iv) Maintenance of network & Internet server, Wi-Fi Systems, Database Server, Web Server, Antivirus Server, etc.
- v) Monitor Hardware maintenance and troubleshooting activities (computer, Printer, UPS, digital display etc.
- vi) Provide technical support to the officials of BPATC and participants who are attending different courses at BPATC.
- vii) Work as a member of the Technical Committee of BPATC and other institutes.
- viii) Administrative work related to the Computer Centre.

1.2a Position: National Consultant (Domain Specialist)

Access to Information (a2i) Programme being implemented by ICT Division and United Nations Development Programme (UNDP)

Period: July 01, 2018 to June 30, 2019.

1.2 b Position: National Consultant (Domain Specialist)

Access to Information (a2i) Programme implemented by the Prime Minister's Office and United Nations Development Programme (UNDP)

Period: January 25, 2017 to June 30, 2018.

Responsibilities-

- i) Course Curriculum designing on Innovation, Empathy, Idea Generation, Documentation (5days, 3 days, 2 days, 1day) workshop for field administration and Training Institutes.
- ii) Coordinating and facilitating training activities (Curriculum design, mentoring, incentive etc) in 60 Training Institutes.
- iii) Introducing Innovation/Empathy training on regular curriculum in Training Institutes.
- iv) Negotiating with the 60 training institutes and Integrate modern and activity-based Training Tools, Techniques and Methods in Training Institutes.
- v) Coordinating and facilitating Workshops on Training Tools and Methods in Training Institutes.
- vi) Negotiating and establishing collaboration between government and non-government Training Institutes. Signing MoU among Training Institutes, Concern Department/ Ministry and a2i Programme.
- vii) Ensuring revise curriculum with Digital Bangladesh content in Training Institutes.
- viii) Facilitating and coordinating Social Media Songlaps (SMS) with Training Institutes for ensuring discussion on training methods, tools and techniques.
- ix) Providing knowledge support to Training Institutes for integrating e-learning.
- x) Coordinating and facilitating Innovation showcasing and demonstration programs organized by Training Institutes.

1.3 Position: Systems Analyst (C.C)/Director

Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka

Period: From August 24, 2014 to January 24, 2017.

Responsibilities-

- i) Develop ICT and e-Governance Module for the Foundation Training Course (FTC), Advanced Course on Administration and Development (ACAD), and Senior Staff Course (SSC), various short and special courses like e-Government Management, Research Methodology, Project Management, Financial Management, Modern Office Management, Total Quality management (TQM) etc.
- ii) Conduct training sessions on ICT, e-Governance, Innovation, Unicode, Total Quality Management (TQM) etc. for FTC, ACAD, SSC and other short courses at BPATC and other renowned training institutes/organizations as Guest Speaker.
- iii) Develop e-learning platform-based training systems for ACAD SSC for Deputy Secretaries and Joint Secretaries to the Government respectively. Preparing and updating e-learning module and conducting sessions on e-learning for faculty and

participants. Serve as Administrator of e-Learning platform-based training systems of BPATC.

- iv) Conduct Workshop on Innovation in Service Delivery (more than 30 conducted) at BPATC and other training institutions/organizations (BCSAA, NAPD, BIM, OTI, FTA, etc.).
- v) Create empathy of Upazila/District/Division/Directorate/Ministry level officers through training, workshop/seminar, and mentoring. So that Service Provider can deliver public services promptly among citizens.
- vi) Maintain network & Internet server, Wi-Fi Systems, database server, web server, antivirus server as the head of the Computer Centre of BPATC.
- vii) Monitor all hardware and troubleshooting activities (computer, printer, UPS, digital display etc.).
- viii) Implement office automation software (ERP) for day to day office work.
- ix) Monitor e-library activities of BPATC.
- x) Provide technical support to the officials of BPATC and trainees who are attending different courses at BPATC.
- xi) Work as a member of the Technical Committee of BPATC and other institutes.
- xii) Administrative work related to computer centre.

1.4 Position: Additional Deputy Project Director (ADPD) (Additional Charge)

Improving Public Services through Total Quality Management (IPS-TQM) being Implemented by BPATC and Japan International Agency (JICA)

Period: July 01, 2007 to October 17, 2009 and October 05, 2010 to May 28, 2014.

Responsibilities-

- i) Focal Point Officer of TQM Project to coordinate JICA, Ministry, Division, Directorate etc.
- ii) Monitor and supervise TQM activities in 64 Districts and selected Upazilas.
- iii) Mentor of Small Improvement Projects (SIP) undertaken by the Participants of TQM courses at District, Upazila, Division and Ministry level.
- iv) Develop Technical Project Proposal (TPP) of the Project "Improving Public Services through TQM (IPS-TQM)".
- v) Administrative and financial work of the IPS-TQM project.
- vi) Develop a training module on Total Quality Management (TQM) for the Foundation Training Course (FTC) and short course for BPATC, Upazila, District level participants.
- vii) Conduct Workshop on TQM and training sessions Basics on TQM, Tools, and Techniques of TQM, 5S, Mentoring, etc.

1.5 Position: Assistant Systems Analyst/Deputy Director, BPATC

Period: From April 25, 2005 to August 23, 2014

Responsibilities-

- i) Develop ICT and e-Governance Module for the FTC, ACAD, SSC, and various short and specialized courses like e-Government Management, Research Methodology, Project Management, Financial Management, Modern Office Management, Total Quality Management (TQM), etc.
- ii) Conduct training sessions on ICT, e-Governance, Unicode, Innovation, TQM, etc. for FTC, ACAD, SSC, and other short courses at BPATC and other renowned training institutes.
- iii) Maintenance of network & Internet server, Wi-Fi Systems, database server, web server, antivirus server etc.
- iv) Hardware maintenance and troubleshooting activities (computer, Printer, UPS, digital display etc.
- v) Provide technical support to the officials of BPATC and participants who are attending different courses at BPATC.
- vi) Work as a Member of the Technical Committee of BPATC and other institutes.
- vii) Administrative work related to computer centre.

1.6 Position: Assistant Programmer

Installation of Computer Network System in Local Govt. Division (LGD) Project, Ministry of LGRD and Cooperatives, Bangladesh Secretariat, Dhaka, Bangladesh. Period: From September 16, 2001 to April 24, 2005.

Responsibilities-

- i) Conduct training programs on Computer Basics, Internet, Bangla Typing, Network use to the LGD Officials.
- ii) Maintenance of Network Server and Internet server.
- iii) Maintenance of Computer, Printer, UPS etc.
- iv) Troubleshoot network related issues.
- v) Computer repairing and servicing.
- vi) Troubleshoot computer hardware vs. software issues.
- vii) Troubleshoot Printer, UPS, etc.
- viii) Design Database with Visual Basic, SQL, PL/SQL.
- ix) Develop the web site.

1.7 Position: Assistant Hardware Engineer

Development Design Consultants (DDC) Limited, Dhaka, Bangladesh. Period: From November 13, 1999 to September 15, 2001.

Responsibilities-

- i) Conduct training program on Computer Hardware and Software, Internet, Network use to the DDC Officials.
- ii) Provide ICT support to Rupsa Bridge Project, Khulna authority.
- iii) Computer assembling.
- iv) Computer repairing and servicing.

- v) Maintenance of computer, Printer, Plotter, UPS, Stabilizer, Volt-guard Digitizer.
- vi) Troubleshoot computer hardware vs. software issues.
- vii) Troubleshoot Printer, Plotter, UPS, Stabilizer, volt-guard etc.
- viii) Troubleshoot network related issues.

2.0 Training Management:

2.1 Training Management: (International)

I have worked as Course Coordinator of the following International Courses-

Sl. no.	Position	Title of the Course	Duration	Participants Level	Organizer
01	Course Coordinator	2 nd International Course on Improving Public Services through TQM for State Government Officers of Kassala, Sudan at BPATC.	17-21 Nov 2013	Officers from Sudan	BPATC and JICA
02	Course Coordinator	International Course on TQM Applications in Provision of Services for Basic Human Needs in Kassala, Sudan at BPATC.	25 May-05 June 2013	Officers from Sudan	BPATC and JICA

2.2 Training Management: (Local)

I have worked as Course Director/Coordinator of the following Courses-

Sl. no.	Position	Title of the Course	Duration	Participants Level	Organizer
Core Courses of BPATC					
01	Course Coordinator	128 th Advanced Course on Administration and Development (ACAD) at BPATC	22 Dec/19-29 Feb-2020	Deputy Secretary (DS) & Equivalent	BPATC
02	Course Coordinator	89 th Advanced Course on Administration and Development (ACAD) at BPATC	05 Feb- 21 Mar 2013	DS & Equivalent	BPATC
03	Course Coordinator	81 st Advanced Course on Administration and Development (ACAD) at BPATC	28 Nov 2011-11 Jan 2012	DS & Equivalent	BPATC
04	Course Coordinator	64 th Advanced Course on Administration and Development (ACAD) at BPATC	15 Feb-30 Apr 2009	DS & Equivalent	BPATC
Short Courses of BPATC and Projects					
05	Course Director	Online Course on '4th ToT on Training Curriculum Review'	19-23 May 2021	Officers from 15 Training Institutes	BPATC & a2i, ICT Division
06	Course Director	Information Communication Technology (ICT) Course	25 March-8 Apr 2021	(Batch:1, 11 to 16 Grade,)	BPATC
07	Course Director	Online Course on 'Administration & Development Thought of Bangabandhu' Batch-6	07-11 Feb 2021	Officers and Staff of BPATC & RPATCs	BPATC
08	Course Director	Online Course on 'Administration & Development Thought of Bangabandhu' Batch-5	31 Jan- 04 Feb 2021	Officers and Staff of BPATC & RPATCs	BPATC
09	Course Director	Online Course on 'Administration & Development Thought of Bangabandhu' Batch-4	24-28 January 2021	Officers and Staff of BPATC & RPATCs	BPATC

10	Course Director	Online Course on 'Administration & Development Thought of Bangabandhu' Batch-3	17-21 January 2021	Officers and Staff of BPATC & RPATCs	BPATC
11	Course Director	Online Course on 'Administration & Development Thought of Bangabandhu' Batch-2	03-07 January 2021	Officers and Staff of BPATC & RPATCs	BPATC
12	Course Director	Online Course on 'Administration & Development Thought of Bangabandhu' Batch-1	27-31 December 2020	Officers and Staff of BPATC & RPATCs	BPATC
13	Course Director	Course on Cisco Webex Zoom and e-Nothi (Batch-2)	06-10 Dec/ 2020	Officers of BPATC	BPATC
14	Course Director	Course on Cisco Webex Zoom and e-Nothi (Batch-1)	29 Nov-03 Dec/ 2020	Officers of BPATC	BPATC
15	Course Director	Course on Administrative Rules and Regulations	01-06 Mar/ 2020	Staff of BPATC and RPATCs	BPATC
16	Course Director	Short Course on Information and Communication Technology (ICT)	07-21 Nov 2019	Staff of BPATC and RPATCs	BPATC (Project)
17	Course Coordinator	8 th Upazila Course on Improving Public Services through TQM at Noakhali	13-17 Sep 2015	District and Upazila Officers	BPATC and JICA
18	Course Coordinator	1 st Upazila Refresher Course on Improving Public Services through TQM at Tangail Sadar Upazila, Tangail	24 Dec 2012	Upazila level Officers	BPATC and JICA
19	Course Coordinator	9 th Information Technology and e-Governance at BPATC	04 Sep-01 Oct 2012	DS/ Asst Secretary	BPATC
20	Course Coordinator	7 th Upazila Course on Improving Public Services through TQM at Tangail Sadar Upazila, Tangail	04-06 Sep 2012	Upazila level Officers	BPATC and JICA
21	Course Coordinator	Course on Training of Trainers (ToT) on TQM at BPATC	13-17 May 2012	Asst./Deputy Director	BPATC and JICA
22	Course Coordinator	7 th Information Technology and e-Governance at BPATC	01-28 June 2011	DS/ Asst Secretary/Eqv	BPATC
23	Course Coordinator	6 th Upazila Course on Improving Public Services through TQM at Ramu Upazila, Cox's Bazar	28 Feb-03 Mar 2011	Upazila level Officers	BPATC and JICA
24	Course Coordinator	5 th Upazila Course on Improving Public Services through TQM at Jaintapur Upazila, Sylhet	01-04 Nov 2010	Upazila level Officers	BPATC and JICA
25	Course Coordinator	3 rd Refresher Course on Total Quality Management (TQM) at BPATC	16-18 Nov 2008	Upazila/District level Officers	BPATC and JICA
26	Course Director	4 th Course on Improving Public Services through TQM at BPATC	18-28 Aug 2008	Upazila/District level Officers	BPATC and JICA
27	Course Coordinator	2 nd ToT Course on Total Quality Management (TQM) at BPATC at BPATC	27-31 Jul 2008	Upazila/District level Officers	BPATC and JICA
28	Course Director	2 nd Refresher Course on Total Quality Management (TQM) at BPATC	13-15 Jan 2008	Upazila/District level Officers	BPATC and JICA
29	Course Coordinator	2 nd Course on Improving Public Services through TQM at BPATC	25 Nov -06 Dec 2007	Upazila/District level Officers	BPATC and JICA
30	Course Coordinator	1 st ToT Refresher Course on Total Quality Management (TQM) at BPATC	07-11 Oct 2007	Upazila/District level Officers	BPATC and JICA
31	Course Coordinator	1 st Course on Improving Public Services through TQM at BPATC	19-30 Aug 2007	Upazila/District level Officers	BPATC and JICA

3.0 Seminar/ Workshop/Convention Management:

3.1 Seminar/Workshop/Convention Management: (International)

I have worked as Seminar/Workshop Coordinator of the following international Seminar/Workshop/Convention-

Sl. no.	Position	Title of the Course	Date/ Duration	Participants Level	Organizer
01	Convention Coordinator	International KAIZEN Convention on Improving Public Services through TQM at Ruposhi Bangla Hotel, Dhaka	16 Nov 2013	International and Local	BPATC and JICA

3.2 Seminar/Workshop/Innovation Showcasing Convention Management: (Local)

I have worked as Seminar/Workshop Coordinator of the following Seminar/Workshop /Innovation Showcasing/Conventions-

Sl. no.	Position	Title of the Course	Duration	Participant Level	Organizer
01	Seminar Coordinator	6 th Bangabandhu Series Seminar	01 Nov 2020	Addl. Secretary-Asst. Secretary	BPATC
02	Seminar Coordinator	5 th Bangabandhu Series Seminar	22 Oct 2020	Addl. Secretary-Asst. Secretary	BPATC
03	Workshop Coordinator	Workshop on Digital Bangladesh at Financial Management Academy (FIMA)	17-19 Oct 2017	Audit Officers	FIMA and a2i Programme
04	Workshop Coordinator	Workshop on Course Curriculum Review at BPATC	9-12 Oct 2017	Officer from Training Inst.	BPATC and a2i, Prog.
05	Coordinator	Innovation Showcasing at NAEM	24 Aug 2017	FTC Participants	NAEM and a2i Prog.
06	Convention Coordinator	8 th KAIZEN Convention on Improving Public Services through TQM at Noakhali	06 March 2016	District and Upazila level Officers	BPATC and JICA
07	Workshop Coordinator	Orientation Workshop for TQM Cell Members and Focal Points of IPS-TQM Project at BPATC	26 Aug 2015	Departmental Officers	BPATC and JICA
08	Convention Coordinator	Divisional KAIZEN Convention on Improvement of Land Management and Services in AC (Land) offices of Rajshahi Division at Rajshahi	20 Jun 2015	Div Com, Addl. Div Com, DC, ADC, UNO, AC	BPATC and JICA
09	Workshop Coordinator	Idea Generation Workshop for Identifying Departmental Approaches of KAIZEN AT RPATC	16 May 2015	Departmental Officers	BPATC and JICA
10	Conference Coordinator	Inter-Ministerial Conference on Total Quality Management (TQM) at Ruposhi Bangla Hotel, Dhaka	01 Oct 2012	Secretary, DG, JS, DS, SAS and equivalent	BPATC and JICA
11	Conference Coordinator	Inter-Departmental Conference on Framework Development for TQM Application in Field Administration at Hotel Sonargaon, Dhaka	21 Mar 2012	Secretary, DG, JS, DS, SAS and equivalent	BPATC and JICA

4.0 Part-Time Trainer/Guest Speaker/Lecturer: 49 Training/Academic Institutes.

I had the opportunity to conduct Sessions/Seminars/Workshops as Guest Speaker/Lecturer in the following Ministry/Division/Training/Academic Institutes/Organizations-

- 1) Cabinet Division, Bangladesh Secretariat, Dhaka.
- 2) Ministry of Public Administration (MoPA), Bangladesh Secretariat, Dhaka.
- 3) Economic Relation Division (ERD), Dhaka.
- 4) Power Division, Bangladesh Secretariat, Dhaka.
- 5) Access to Information (a2i) Programme, Prime Minister's Office, Dhaka.
- 6) Bangladesh Public Administration Training Centre (BPATC), Savar, Dhaka.
- 7) Bangladesh Institutes of Governance and Management (BIGM), Dhaka.
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- 13) National Academy for Educational Management (NAEM), Dhaka.
- 14) National Agriculture Training Academy (NATA), Gazipur.
- 15) Financial Management Academy (FIMA), Mirpur, Dhaka.
- 16) Telecommunications Staff College (TSC), Gazipur.
- 17) Officers Training Institute (OTI), Savar, Dhaka.
- 18) Fisheries Training Academy (FTA), Savar, Dhaka.
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- 22) National Academy for Planning and Development (NAPD), Nilkhet, Dhaka.
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- 30) National Institute of Population Research and Training (NIPORT), Dhaka.
- 31) Bangladesh Jute Mills Corporation (BJMC), Motijhel, Dhaka.
- 32) Department of Secondary and Higher Education (DSHE), Dhaka.
- 33) Directorate of Youth Development (DYD), Motijhel, Dhaka.
- 34) Directorate of Women Affairs (DWA), Dhaka.
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- 36) Directorate of ICT (DoICT), Agargaon, Dhaka.
- 37) Institutes of Diploma Engineering Bangladesh (IDEB), Dhaka.
- 38) Civil Aviation Training Academy (CATC), Airport, Dhaka.
- 39) National Institutes of Mass Communication (NIMC), Dhaka.
- 40) Bangladesh Shilpakala Academy, Dhaka.
- 41) Social Development Foundation (SDF), Mohammadpur, Dhaka.
- 42) Bangladesh Small and Cottage Industries Corporation (BSCIC), Dhaka.
- 43) Dhaka WASA, Dhaka.

- 44) Local Government Engineering Department (LGED).
- 45) Payra Port Authority (PPA).
- 46) Bureau of Statistics (BBS).
- 47) Bangladesh Madrasha Teacher's Training Institutes (BMTTI).
- 48) Bangladesh Institute of Development Studies (BIDS)
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6.0 References:

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