

## PERSONAL INFORMATION

## ANDREW ANTHONY



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## WORK EXPERIENCE

Feb. 2025 –present

**Position: General Manager, JABA Tour Ltd. Flat-3B (3rd floor ), House#30, Block-A Road#18,Banani, Dhaka-1213**

Main Activities and responsibilities

- Overseeing daily business operations.
- Developing and implementing growth strategies.
- Creating and managing budgets.
- Dealing with clients for fulfillment order.
- Handling arrangement of clients services.
- Improving company's revenue.
- Evaluating performance and productivity.
- Analyzing accounting and financial data.
- Hiring employees.
- Training low-level managers and staff

Oct. 2004- Jan. 2025

**Position: Senior Project Officer / Manager (Coordination) JICA Support Program (JSP), Directorate of Primary Education (DPE) Room no. 612, 5th Floor, Mirpur 2, Dhaka-1216, Bangladesh Phone: +88-02-55074897**

Main Activities and responsibilities

- Coordination and facilitating communication among JICA experts, DPE & NAPE members and other stakeholders such as governmental organizations and development partners, including JICA advisor on CPD & DPED/BTPT under PEDP4.
- Developing Continuous Professional Development (CPD) digital materials for Primary Mathematics and Science Subject and other related topics.
- Translating official documents & Interpreting Bangla to English for Japanese Experts and Managing the project

	<ul style="list-style-type: none"> <li>budget &amp; account.</li> <li>Other necessary work for the project if required.</li> </ul>
Assignment to develop educational TV program for social awareness. April 2018 Mar.2019	<b>Project Assistant JICA HDTV Project, NHK International, inc. Bangladesh Television (BTV), Rampura, Dhaka-1219, Bangladesh Phone: +88- 02-8322550</b>
Main Activities and responsibilities	<ul style="list-style-type: none"> <li>Research work for programmes and preparing planning sheet &amp; script development for programme production.</li> <li>Organizing studio, outdoor shooting and graphics works for the programme production of HDTV Project</li> <li>Translating official documents and Interpreting Bangla to English for Japanese Experts.</li> <li>Managing the project budget and account.</li> <li>Other necessary work for the project if required.</li> </ul>
Aug. 2000 – Sept. 2004	<b>Assistant Project Co-ordinator JICA HRDRH Project, Mother &amp; Child Health Training Institutes (MCHTI) Azimpur, Dhaka-1205, Bangladesh, Phone: +88-02 58610045</b>
Main Activities and Responsibilities	<ul style="list-style-type: none"> <li>Support the project office by providing administrative, budget &amp; account, logistical support as needed for planning and implementing project activities including organizing meeting, training, workshops, seminars.</li> <li>Field studies and data collection on Reproductive health from the various upazilla in Bangladesh.</li> <li>Any other official tasks as assigned.</li> </ul>
Aug. 1993 – Nov. 1999	<b>Seminarian / Volunteer The Missionary Oblates of Mary Immaculate Congregation 24/A, Asadgate, Mohammadpur, Dhaka-1208, Bangladesh.</b>
Main Activities and Responsibilities	<ul style="list-style-type: none"> <li>Experience with Missionary of Oblates while attending Notre Dame College and studying Christian religious &amp; Human Social growth related courses in Bangladesh and in Sri-Lanka</li> <li>Voluntary support to Japanese NGO Called ESNAC(Educational Sponsorship of Needy Asian &amp; African Children) and Experience with ESNAC activities in Bangladesh, Japan and in India.</li> </ul>

Jan. 2000 – Till Now

**Volunteer Member**

**Missionary Association of Mary Immaculate (MAMI),  
Bangladesh 24/A, Asadgate, Mohammadpur, Dhaka-1208,  
Bangladesh.**

Main Activities and  
Responsibilities

- Voluntary support & actively participate to the pastoral activities in the Oblate Parishes and Institutions under the Congregation of the Missionary Oblates of Mary Immaculate (OMI), Bangladesh Delegation.

## **Education**

May 2006–Dec. 2007

Institute:

Principal /Major Subjects:

Results:

**Master of Social Science in Sociology and Anthropology (MSS)**

**Asian University of Bangladesh (AUB), Dhaka, Bangladesh**

Sociology and Anthropology Thesis Title: Primary education should be given priority for social development in Bangladesh  
CGPA:3.325 out of 4.000

June 2007- Nov. 2008

Institute:

Principal /Major Subjects:

Results:

**Bachelor of Education (B.Ed)**

National University of Bangladesh

English

Second Class, Marks :54.1%

July 1994-June 1996

Institute:

Principal/Major Subjects:

Result:

**Bachelor of Arts (BA)**

Notre Dame College, Dhaka under National University of Bangladesh

English

Second Class, Marks :47%

June 2001-June 2002

Institute:

Principal/Major Subject:

Result:

**Diploma in Business Studies (AMBA)**

Institute of Business Administration & Technology (IBAT),  
Dhaka, Bangladesh

Business Administration

CGPA:3.25 out of 4

June 1991 to March 1993

Institute:

Principal/Major Subjects:

Result:

**HSC (Business Studies)**

Noakhali Govt. College, Noakhali

Accounting

Second Division, Marks :46.4%

June 1989- June1991

Institute:

Principal/Major Subjects:

Result:

**SSC (Business Studies)**

Brother Andre's High School, Sonpur, Noakhali

Accounting

Second Division, Marks :49.1% Language Skills

Mother Tongue:

**Bengali**

Other Language:

**English**

Computer Skills:

**Japanese (Basic knowledge of Speaking only)**

Have successfully completed 6 months Diploma courses in computer application from YMCA, Dhaka that includes MS Office, Internet Browsing