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✉ info@jabatour.com

WORK EXPERIENCE

Feb. 2025 –present

Main Activities and responsibilities

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

- 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

Main Activities and responsibilities

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

- 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 budget & account.
- Other necessary work for the project if required.

Assignment to develop educational TV program for social awareness. April 2018- Mar.2019

Main Activities and responsibilities

**Project Assistant
JICA HDTV Project, NHK International, inc.
Bangladesh Television (BTV), Rampura, Dhaka-1219, Bangladesh Phone: +88-02-8322550**

- Research work for programmes and preparing planning sheet & script development for programme production.
- Organizing studio, outdoor shooting and graphics works for the programme production of HDTV Project
- Translating official documents and Interpreting Bangla to English for Japanese Experts.
- Managing the project budget and account.
- Other necessary work for the project if required.

Aug. 2000 – Sept. 2004

Assistant Project Co-ordinator
JICA HRDRH Project, Mother & Child Health Training Institutes (MCHTI)
Azimpur, Dhaka-1205, Bangladesh, Phone: +88-02-58610045

Main Activities and Responsibilities

- Support the project office by providing administrative, budget & account, logistical support as needed for planning and implementing project activities including organizing meeting, training, workshops, seminars.
- Field studies and data collection on Reproductive health from the various upazilla in Bangladesh.
- Any other official tasks as assigned.

Education

May 2006–Dec. 2007

Institute:

Master of Social Science in Sociology and Anthropology (MSS)

Asian University of Bangladesh (AUB), Dhaka, Bangladesh

Principal /Major Subjects:

Sociology and Anthropology

Thesis Title:

Primary education should be given priority for social development in Bangladesh

Results :

CGPA:3.325 out of 4.000

June 2007- Nov. 2008

Institute

Bachelor of Education (B.Ed)

National University of Bangladesh

Principal /Major Subjects:

English

Results:

Second Class, Marks :54.1%

July 1994-June 1996

Institute:

Bachelor of Arts (BA)

Notre Dame College, Dhaka under National University of Bangladesh

Principal/Major Subjects:

English

Result:

Second Class, Marks :47%

June 2001-June 2002

Institute:

Diploma in Business Studies (AMBA)

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

Principal/Major Subject:

Business Administration

Result:

CGPA:3.25 out of 4

Language Skills

Mother Tongue:

Bengali

Other Language:

English

Japanese (Basic knowledge of Speaking only)

Computer Skills

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