

Mohammad Mamunur Rahim



Cell Phones: (88) 017130053044, 0171680072195.
E-mails: mmrahim@yahoo.com; mmrahim@gmail.com
Mailing Address: 6 Kadamtala (1st lane), Bashabo, Dhaka - 1214.
Language Competency: Fluent in Bangla, English, Malay, Arabic and Urdu.
Education: **MBA** (Finance) from Universiti Kebagsaan Malaysia (UKM), Malaysia.
Diploma in Computer Studies (DCS) from Singapore.

Honor: Recipient of the prestigious **Malaysian Government MTCP Scholarship** for the degree of MBA at (UKM), Malaysia.

Professional Objective: Contribute to the development of people and organization.

Expertise: Development programs and financial management, communication, HRMD, data analysis using Statistics, Python, Power BI, MySql, Snowflake.

<u>DATE</u>	<u>ORGANIZATIONS</u>	<u>PLACE</u>
Jul 2012 – Mar 2024 Program Manager	FCDO Bangladesh (UK Aid)	DHAKA

Managed all aspects of program cycle and achieving intended results for programs as follows:

- Implemented a £33.6 million Environmental program for FCDO to reduce carbon footprint and population resilience linked to environmental impact.
- Managed one of the largest nutrition programs (Suchana, £51.4 million) in Bangladesh.
- Led and completed multi-donor funded “Public Financial Management Reform Program” of \$110 million with the Government of Bangladesh Finance Ministry.
- Led and completed “Access to Justice through Paralegal and Restorative Justice Services in Bangladesh” of £33.50 million program.
- Lead and write annual programme reviews. Procured services through bidding, writing and negotiating MOU, accountable grants agreements and contracts.

Dec 2006 – Jul 2012 Environment Program Officer	FCDO Bangladesh (UK Aid)	DHAKA
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- Developed FCDO Bangladesh sustainable operation and CO₂ reduction strategy and its economic analysis including cost and benefits with recovery periods.
- Planning, managing, monitoring and evaluation of FCDO compliance to the UK govt. sustainable operations policy and optimized use of natural resources.
- Reduced 16% of carbon emission and 54% of power consumptions from FCDO operations applying innovative measures and techniques.
- Led **ISO 14001** and **OHSAS 18001** audits and calculated carbon emissions.
- Wrote reports, submissions and prepared environmental performance analysis, prepared and presented visual data graphics before large audience and top management for reviews.

Nov. 16, 2000 – Nov. 2006

FCDO Bangladesh (UK Aid)

DHAKA

HR & Training Manager

- Performed all HR activities such as workforce planning, recruitment and selection, performance management system, promotion, transfer, redundancies and salary survey.
- Led organizational development and minimized staff turnover. Wrote staff handbook.
- Ensured compliance to corporate rules. Worked independently in the whole HRM&D.
- Payroll management and staff benefits determination including Salary Survey process.

SEPT. 1999 To Nov. 15, 2000

UNICEF-Bangladesh

DHAKA

HR Specialist

- Performed all consultant hiring responsibilities following UN rules and regulations.
- Reviewed Terms of References, facilitated the bidding process including evaluation of Technical and Financial Proposals to procure institutional services under both Long Term Agreements (LTA) and Special Service Agreements (SSA). Processed Job Orders.
- Monitored performances and payments of LTA and SSA contracts and ensured deliverables are received. Prepared quarterly and annual reports on service procurements.

Jan. 1993 To Feb. 1997

JIT Electronics

Singapore

Human Resources Manager

- Undertook complete responsibility of entire manpower planning, recruitment and selection, all staff action, performance assessment process and staff benefits.
- Completed TNA, budgeting, training design, delivery and impact evaluation at four levels and provided. Outsourced trainers whenever required.
- People management through supervising HR Officers. Succession planning and talent management. Staff benefits and compensation development and administration.
- Planning and advise management on HRMD strategy and organizational restructuring.

Jan. 1987 To Jan. 1993

**Pakistan Superwood
Industries (Pvt.) Ltd.**

**Karachi
Pakistan**

Accountant

- Performed examination of all related factory accounts on irregular intervals to ensure that entire factory accounting systems are working well. Advise management on the financial aspect of the industry including collection of bills receivable and approve bills payable.
- Budgeting & prepare quarterly and annual financial reports for Head Office review. Attended meeting with management and appraise them about financial aspect of the factory.

Trainings Received

- International Procurement Training, FCDO HQ, UK.
- Environment Management System (ISO 14001) and OHSAS 18001 LA.
- Train the Trainers (ToT) Course, London, UK.
- Management Development Program, in the UK.
- Program and Project Cycle Management (PCM), in the UK.
- Training Officer: Developing the Role in the UK.
- Effective Communication Skills by ASK Europe plc.

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