

MOUSUMI MARGARET CHIRAN

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SHORT PROFILE

Development professional around 5 years' of experiences in various projects and research studies with key competencies on project management and implementation activities, result-based monitoring system and evaluation, capacity building, strategy development, economic analysis and research. Possess a knack of applying analytical and problem-solving skills to deal with challenges with determination and positive attitude to reach the goal. Passionate working in the scope of development cooperation in which I can expand on my skills and knowledge in an innovative environment.

SKILL HIGHLIGHTS

Project management and implementation, Qualitative and quantitative research, Capacity Building Activities, Result Based Monitoring System, Budget Monitoring and Preparation, Reporting, Documentation and Presentation, Data Management and Analysis, Liaising with Stakeholders, Communication, Sustainability Reporting, Human Resource Management, Social and Environmental Compliance, Administrative and Financial Activities and Event Management

WORK EXPERIENCES

Employer: GFA Consulting Group GmbH

Location: Dhaka, Bangladesh

Duration: October 2020-Till date

Position held: Training Coordinator

Responsibilities:

- Work closely with the Component Manager ED&GS and other team members in planning and effective implementation of the Enterpreneruial Skills Training Program(ESTP)
- Provide support to Lead Trainer(LT) for organising training activities to team members in developing training plan, program visit and its implementation
- Assist Component Manager monthly performance review and planning exercise using all field findings and develop monthly evidence based plan for City team;
- Assist M-ED&GS monitor and track progress, achievement of planning the training program
- Assist Component Manager for documenting, recording, sharing and reporting all training related issues maintaining guideline of GFA and GIZ;
- Assist Component Manager to prepare project progress report and other special report as per project plan and needs;
- Assist to develop effective linkages and networking with key stakeholders specially with relevant service providers
- Maintain regular and appropriate coordination with Lead Trainers, City Coordinators and Assistant Trainers at city level.
- Ensure that the staff follows to the project and organization administrative and financial rules, policies and regulations and prepare monthly financial expenditure report;
- Maintain all relevant agreement procedures for decisions regarding staff benefits and irregularities in liaison with Component Manager and Finance Officer;
- Ensure necessary training materials (Banner, poster,reading materials,training logistic) for timely implementation of training programs;

Employer: Paul Weijers Consult (PWC)

Location: Dhaka, Bangladesh

Duration: July 2020-Till date

Position held: Business Development Advisor (Home Based)

Responsibilities:

- Support International Consultancy firms in conducting research works and contribute to the formulation of technical proposals for private sector development projects
- Develop research tools and methodology for a specific project
- Conduct interviews with the various stakeholders to gather information related to the research work and analyze field data according to research methodology
- Prepare reports based on field findings, desk research and data analysis
- Support in other consultancy assignments in the pipeline related to market research, monitoring & evaluation, events management and business development

Employer: GFA Consulting Group GmbH, c/o Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Location: Dhaka, Bangladesh

Duration: March 2018-June 2020

Position held: Junior Advisor

Responsibilities:

- Supporting the project team in the implementation of activities, including support during stakeholder consultations, capacity needs assessment, and sector research
- Coordinate specific interventions from the project work plan including facilitating capacity development programs for partner organizations and facilitating events on issues relevant to compliance and sustainability reporting
- Assist the RMG and leather sector business associations in developing roadmap for sustainable economic growth
- Support the project team in operating the Monitoring and Results Measurement System that is aligned with the DCED Standard for Results Measurement
- Monitor the results and the quality of implementation of specific interventions, as per project work plan and support updating Result Based Monitoring (RBM) framework
- Support the Team Leader in Knowledge Management practices, including quarterly progress reporting to GIZ and monthly physical progress
- Organizing meeting, seminars, workshops for partner business associations, private companies and pilot factories on Sustainability Reporting
- Producing notes, summaries, reports, briefs from consultations, meetings and event held during project periods
- Develop and maintain project database relevant to project activities
- Perform administrative duties and maintain accounting procedures according the GFA processes and meeting GIZ standards

Employer: Jakgital

Location: Dhaka, Bangladesh

Duration: September 2017- Present (self-employed; intermittent)

Position held: Small Business Owner

Responsibilities:

- Investigate products, markets to determine areas for opportunity or viability for merchandising specific products, using online or offline sources.
- Develop a business plan that includes a description of the product, finance for the business (loans, investors) and the overall goal.
- Develop marketing plans, production plans, sales forecasts and budgeting plans.
- Explore wholesale market sources to buy input materials for the business
- Purchase raw materials from the wholesale market and prepare different kinds of jewelry according to the demand of the market; determine and set product prices.

- Brainstorm marketing ideas and implement them with help of family members and friends such as business cards, word of mouth, social media, renting booth space at festivals that are related to the nature of our business.
- Correspond with online customers via electronic mail, telephone, or other electronic messaging and maintaining online platform with up-to-date with product specifications and availability
- Keep detailed records of finances and operations
- Plan and organize day-to-day operations of the business

Employer: EDGE Consulting Limited

Location: Dhaka, Bangladesh

Duration: July 2015-September 2017

Position held: Business Consultant and MRM Officer

Responsibilities:

- Assist Project Manager in program designing, budget preparation and implementation of project activities
- Performing field investigation, data analysis and report writing activities for various research studies
- Conduct meetings, workshop and focus group discussions with relevant stakeholders
- Maintain liaison and assist implementing partners to execute project activities
- Explore new ideas/interventions/activities within the project framework
- Assist in preparing training and promotional materials such as leaflets, banner, manuals on prawn cultivation
- Work closely with the MRM Specialist to develop the MRM process for the project
- Analyze and produce reports, drawing from the lessons learnt from the fields
- Ensure the quality of the MRM services and the delivery of the expected products in due time
- Develop core tools and guidelines for various research and impact surveys
- Identify areas of improvement and develop new methodologies to meet milestones
- Present research findings to the management in a coherent, logical and systematic format

TRAININGS RECEIVES

Title	Organized by	Trainer	Date
ISO:45001, Occupational Health and Safety	GFA Consulting Group GmbH	SGS Bangladesh	March 2019
Sustainability Reporting	GFA Consulting Group GmbH	Stakeholder Reporting, Germany	December 2018
DCED Standard for Results Measurement	GFA Consulting Group GmbH	Paul Weijers	June 2018

EDUCATION

Post Graduate Diploma in Human Resource Management (Pursuing) **2020**
Bangladesh Institute of Management (BIM)

MSS in Development Studies **2015**
University of Dhaka, Bangladesh
CGPA- 3.61

BSS in Development Studies **2014**
University of Dhaka, Bangladesh
CGPA- 3.42

COMPUTER LITERACY

- Software: MS Office Applications (Word, Excel, Power point, Outlook, Access, Teams)
- Statistical software: SPSS

LANGUAGE PROFICIENCY

Bengali: Native

English: Full professional proficiency

French: DELF A1 proficiency

REFERENCES

Upon Request.