



## **LOPA MALAKER**

24/7 LIAISON: 01961513164

Email: durbashadurba@yahoo.com

### ***CURRICULUM VITAE (CV)***

**1. Proposed Position:**

**2. Name of Applicant:** LOPA MALAKER

**3. Mailing Address:** WASA Staff Quarter, Dhaka WASA. S. O. C. Division  
Old Elephant Road near Ramna P/S

**4. Permanent Address:** WASA Staff Quarter, Dhaka WASA. S. O. C. Division  
Old Elephant Road near Ramna P/S

**5. Date of Birth:** 13 May 1980

**6. Nationality:** Bangladeshi

**7. Education:** MBA in HRM, Stamford University, 2010, 3.76 out of scale 4  
BSS (pass) in Social Studies, National University, 2000, 55%  
HSC in Humanities,  
Siddheshwari Girl's College and University, 1997, 71 %  
SSC in Humanities, Mogbazar Girl's High School, 1995, 74%

**8. Membership of Professional Associations:** Member of Anuranan Abriti Chorcha Kendra  
Prothom Alo Bandhu Shova (performed as Cultural  
Coordinator at Feni),

**9. Training:**

- Training on '**Human Resource Management**' Duration: 05days:  
National Academy of Planning and Development (NAPD), Ministry of  
Planning, Government of Bangladesh, 2014
- Training on '**Business Management**' Duration: 14 days: Teaching  
Learning Management Center , Chiang Mai University, Thailand, 2013
- Workshop on '**Promito Uccharone Bangla**' Duration 4 days: Bishwa  
Shahittyo Kendra: 2006

- Training on ‘**Office Information Technology**’ Duration: 06 months: Daffodil Institute of Information Technology, 2002
- Workshop on ‘**Bachik Onushilon**’ Duration: 3 days: Swarabitto, 2003
- Workshop on ‘**Bachik Onushilon**’ Duration: 4 days: Udichi, 2003
- Training on ‘**Certificates of English Language Proficiency (CELP)**’: 6 Months: Bangladesh Open University: 1996

10. **Computer Literacy:** Computer literate. Highly conversant in MS Excel, Power Point, Word

11. **Languages:**

<b>Language</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
English	Fluent	Excellent	Excellent
Bangla	Native	Native	Native
Hindi	Fluent	Not Conversant	Not Conversant

12. **Employment Record:**

FROM : 01 NOVEMBER 2012  
 EMPLOYER # 1  
 POSITION HELD AND  
 DESCRIPTION OF DUTIES

TO : Till Now  
 Global Consulting Group (GCG)  
**Manager, Human Resource Management & Communication**

- Enforce and implement **Company policies, procedures and company manual**
- Oversee the **recruitment, orientation, employee benefits, employee relations, leaves of absence, and safety functions**
- Prepares employees for assignments by establishing and **conducting orientation and training programs**
- Set up new hires, handle paperwork for terminated employees and review for accuracy.
- Act as liaison between Management and employees on **HR issues**
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling **individual pay actions; recommending, planning, and implementing pay structure revisions**
- **Process daily cash and credit card receipts** and bank deposits
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing



and conducting educational programs on benefit programs

- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results
- Contributes to team effort by accomplishing related results as needed
- Writing project proposal and Expression of interest
- Identify opportunities for new projects

FROM : 10 JANUARY 2012  
EMPLOYER # 2  
POSITION HELD AND  
DESCRIPTION OF DUTIES

TO : 31 October 2012  
Training and Technology Transfer (TTT), New Zealand  
**Project Manager, Documentation Unit**

- Writing project proposal and Expression of interest and prepare budget
- Identify opportunities for new projects
- Write **contracts, MOU, letter of association and other contractual documents**
- To keep regular liaisons with consultants
- Organize overseas training, study tours and study visits
- Assist foreign teams for fact finding missions in Bangladesh in different projects
- Oversee all day to day and occasional administrative task

FROM : 19 JULY 2009  
EMPLOYER 3  
POSITION HELD AND  
DESCRIPTION OF DUTIES

TO : 26 December 2011  
Otobi Limited  
**Assistant Manager, Strategic Human Resources**

- Assist to Create and implement the **IPE (International Position Evaluation) system** which was used to reorganize the organization's pay structure and is used as the basis for providing salary and benefits to all management level employees.
- Assist to Create and implement a **confirmation and yearly appraisal process** which measures and incentivizes employees against objectives / targets
- Developed a fair and **transparent recruitment and selection process**. The system includes designing a practical interview based on a relevant competency matrix and a face-to-face interview
- **Counseling and mentoring employees and ensuring their job satisfaction** at work
- Conduct **monthly culture audits** to ensure that the company's values and corporate culture are being properly promoted and implemented



- Created an **HRMS** in order to organize personnel information, and in future, assist with management decisions
- Oversee the bi-annual launch of the **360 Degree Leadership Survey** and the Employee Satisfaction Survey. Results are used to identify training needs and improve employee morale
- Deal with employee grievances and ensure that any complaints or dissatisfactions are dealt with. Implement **HR policies** which were aligned with the organization's vision
- Designing training and development for the employees
- Oversee all day to day and occasional administrative task including the appointment letters, resignation letters, confirmation letters and transfers letters

FROM : 3 APRIL 2006  
EMPLOYER # 4

TO : 17 July 2009  
Triton Textile Bangladesh, Bangladesh Liaison Office of JJH,  
Germany

POSITION HELD AND  
DESCRIPTION OF DUTIES

**Assistant Shipping Officer**

- Orders follow up
- Place booking to forwarders
- Checking and filing documents
- Liaison maintaining between buyer and shipper

### 13. WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS APPLIED FOR

I have worked as Assistant to Training Management Specialist for below:

- a. Strengthening Monitoring & Evaluation Capabilities of IMED (SMECI) Project, IMED, Ministry of Planning, Government of the Peoples Republic of Bangladesh

Description of Duties

Provide management and technical support

Support the Training Coordination Unit (TCU)

Preparing the design and conduct of a training needs assessment (TNA) for LGD, Urban Bodies & PA-NGOs

Assist TCU in designing a comprehensive master training plan (including e-learning and on-site training) for various training beneficiaries based on the findings of the prior TNA

Organize and implement local/overseas training, study tour and exposure know-how visit programs

- b. Third Primary Education Development Program (PEDP-III), Ministry of Primary and Mass Education, Government of the Peoples Republic of Bangladesh

Description of Duties

Organize and implement local/overseas training, study tour and exposure know-how visit programs

Provide management and technical support



Support the Training Coordination Unit (TCU)

Preparing the design and conduct of a training needs assessment (TNA) for LGD, Urban Bodies & PA-NGOs

Assist TCU in designing a comprehensive master training plan (including e-learning and on-site training) for various training beneficiaries based on the findings of the prior TNA

- c. Urban Primary Health Care Services Delivery Project (UPHCSDP), PMU, Local Government Division, MoLGRD&C, GOB

Description of Duties

Provide management and technical support to the PMU in development and implementation of training / capacity development program targeting various stake holders of Urban Primary Health Care Services Delivery Project:

Support the Training Coordination Unit (TCU) established within PMU in preparing the design and conduct of a training needs assessment (TNA) for LGD, Urban Bodies & PA-NGOs

Assist TCU in designing a comprehensive master training plan (including e-learning and on-site training) for various training beneficiaries based on the findings of the prior TNA

Support TCU in managing the implementation of the Project's capacity building program including identification of training participants, selection of trainers/ resource persons, coordination with training institutes/ universities and preparing training reports

Any other related tasks assigned by the Project Director/ Deputy Project Directors

#### 14. Reference:

<b>Dr Mohammad Anwar Javed</b> International Training Management Specialist SMECI, IMED, Ministry of Planning Government of the People's Republic of Bangladesh Cellphone: 01933332277	<b>Joydeb Malaker</b> Engineer Bangladesh Rural Electrification Board Cellphone :01819207501
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#### 15. Any other information other than above may be included here.

- Working as RJ, Joint Program Manager at Radio Shongi (show: Valobashar Telegram)
- Working as RJ and Partner Relations at Radio Vubon- internet based radio Station (Career Vubon, Hothat Dekha)
- An expert in event management including international training and study tour.
- Special expertise in development of write-ups viz: technical and financial proposition, training operational plan, project concept, link management development for projects having overseas component.
- Awarded by Shilpokola, Lafarge Surma Cement, Nestle, Robi for reciting, essay writing, poetry, copywriting

#### 16. CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, this bio data correctly describes myself, my qualifications, my experiences and my skills. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged



Signature