 **MD. ARFAT UDDIN**

**CONTACT**

+8801718305929

arfat.uddin@bracu.ac.bd

32, Sheikh Shaheb Bazar Road, Azimpur Dhaka 1205; Bangladesh

**INTERESTED**

•

Data Collection and Analysis

•

Research Methodologies

•

Report Writing and

Presentation

**SKILLS**

•

Proficient in Microsoft Office

Suite, including Word, Excel, and

Power Point.

•

Data management skill with SPSS, STATA and MS Excel.

**Previous Experience**

Designation: Data Management Assistant

Duration: 2006-2018

Organization: Research and Evaluation Division (RED) BRAC Address: BRAC Centre (15th Floor);

75, Mohakhali, Dhaka-1212, Bangladesh

# PROFILE

# I have more than nine years of work experiences in research sector for field management and data management for Research and Evaluation Division (RED), BRAC which is currently abolished since December 2018. Along with my technical skills, I believe that my interpersonal and organizational skills would help to work as a team and meet deadlines. I am proficient in using different statistical software such as SPSS, STATA and data collection on mobile platform such as SurveyCTO, Kobo toolbox. Besides these, I possess a pleasant personality and ability to deal with different types of clients. My goal is to effectively provide data management related support to an organization.

# EDUCATIONAL QUALIFICATION

* MSS in Sociology under Dhaka International University

Year-2016

Result: GPA 3.05

* Bachelor of Arts (Pass) under National University

Year-2003

Result: 2nd Class

* HSC in Commerce group Nimshar Junab Ali College, Cumilla Board

Year-1986

Result: 2nd Class

* SSC in Commerce group Habiganj High School, Cumilla Board

Year-1984

Result: 2nd Class

# Work Experience

***Current Position***

Designation: Data Management Officer

Duration: January 2019 to Present.

Organization: **BRAC James P Grant School of Public Health**, BRAC University

Address: 7th Floor, (Level-6), Medona Tower.  
68 Shahid Tajuddin Ahmed Sharani, Mohakhali, Dhaka-1212, Bangladesh

**Job Responsibilities:**

* Develop & deploy Digital data collection tools (Software-Survey CTO, Kobo toolbox, ODK)
* Data cleaning: Identify errors after completing data collection process and perform checks for feedback to Field Enumerators
* Consistency/quality: Check Data layout & Data entry
* Assist in developing questionnaires & other related study materials
* Prepare data for labeling and finalize questionnaire layout
* Ensure field supervision and monitoring and prepare/ assist in the Sampling frame & Field plan of Study

***Previous Position***

Designation: Data Management Assistant

Duration: 2006-2018

Organization: Research and Evaluation Division (RED) BRAC Address: BRAC Centre (15th Floor);

75, Mohakhali, Dhaka-1212, Bangladesh

**Job Responsibilities:**

* Ensure data management in large surveys under different thematic areas such as: Education, WASH, Nutrition, Malaria etc.
* Provided training to Field Research Assistants at various paper based and digital platforms and supervised and monitored them in field
* Performed data entry & data cleaning on SPSS platform from paper based questionnaire for different surveys of BRAC RED (2006-2018).
* Generated layout for data entry and code list preparation for research team
* Trained the Residential Field Assistants at Pahartoli, Sandwip and Kutubdia in Chittagong district for an anthropometric programme on collecting data on Low birth weight in 2003-04 and supervise 8 Upazilas. National Survey

***List of Studies Involved:***

| SL | Name of Study | Timeline | Lead Researcher |
| --- | --- | --- | --- |
| 1 | Male Youth and their Sexual and Reproductive Health and Rights (SRHR) in Bangladesh: | 2018 to 2019 | Farzana A Misha, PhD |
| 2 | Sexual and Reproductive Health and Rights of Persons with Disabilities in Bangladesh: Survey | 2018 to 2019 | Md.Tanvir Hasan, PhD |
| 3 | JC19RS Survey Instrument-2020 (On line Training and Mobile Phone Data Collection) (April-2020 to May-2020) | April- May-2020 | Dr. Atunu Rabbani |
| 4 | Exploring Opportunities to Improve Health Systems Delivery through Mobile Money during Pandemic  (June-2020 to September-2020) | June-2020 to September-2020 | Farzana A Misha, PhD |
| 5 | Survey on consumer awareness of nutrition, food safety and hygiene,(FAO) | October- December-2020 | Nepal C Dey, PhD |
| 6 | Baseline Study of the Current Situation of Women and Girls with Disabilities (WGWDs) Facing Violence in Selected Areas of Bangladesh | running work | Md.Tanvir Hasan, PhD |
| 7 | Baseline survey of Bridging Communities in Cox’s Bazar Mitigating Risks and Promoting Gender Governance and Localization of Humanitarian Responses in COVID-19 Era | running work | Md.Tanvir Hasan, PhD |

**Training:**

‘Computer Application Course’ at IED BRAC University-2011

‘Gender Awareness and Analysis Course’ (GAAC) organized by GJD programme-2015

‘Mobile Application Course’ at ODK & Commcare hq organized by ICT, BRAC-2017

**Computer Skills:**

SPSS, STATA, MS Word, MS Excel, ODK, Survey CTO, Kobo toolbox, Web browsing and email

**Language Proficiency:**

**Bengali**: Listening, Reading writing, and speaking abilities – Native Language

**English**: Listening, Reading, Writing, and speaking abilities – Medium

**Personal Information:**

Full Name : MD. ARFAT UDDIN

Father’s Name : Late: MD. Abul Bashar Miah

Mother’s Name : Late: Nur jahan Begum

Present Address : 32, Sheikh Shaheb Road, Azimpur

Dhaka 1211; Bangladesh

Permanent Address : C/O. S.M.A Salam, Rajnagar R/A, Po & District: Habiganj

Date of Birth : 16 October 1968.

Sex : Male

Religion : Islam

Blood group : O+

Marital Status : Married

Residency : Bangladeshi Citizen

E-mail : [arfat.uddin@bracu.ac.bd](mailto:arfat.uddin@bracu.ac.bd); [arfat.shahin@gmail.com](mailto:arfat.shahin@gmail.com)