

# SUHANUR RAHMAN

## Technical Specialist

Data Management, Web Developer & Designer

@suhannurrahman.r@gmail.com [in suhanurrahman](#) [suhanurrahman.com](#)



## PROFESSIONAL EXPERIENCES



Tasks assigned to specific project

- Centre for Qualitative Research**  
January 2022  
[LinkedIn](#) | [Facebook](#) | [Web](#)  
**IT Support Specialist**  
Technical Support, Quantitative data collection tools design (KoboToolbox, SurveyCTO, xlsForm), Data management, Cleaning, and Analysis. Managing IT assets, hardware and software-based cloud databases, website maintenance, and design and development of organizational websites. Quantitative research training, field management and monitoring, and enumerator training.
- International Labour Organization(ILO)**  
November 2023  
**Technical Support Specialist**  
**Study name:** "Household Survey in Bangladesh on Lifelong Learning"  
**Responsibilities:** Develop survey tools with the Kobo toolbox; train enumerators; organize and manage fieldwork, data collection, and Data cleaning and monitoring fieldwork; managing field team.
- NETZ Bangladesh**  
October 2023  
**Survey Tools Developer**  
**Study name:** "Empowering Marginalized Families to Overcome Structural Poverty in Bangladesh and India (MORZADA)"  
**Responsibilities:** Develop survey tools with the Kobo toolbox, train enumerators online in India and Bangladesh, and organize Data and clean data.
- World Vision Bangladesh**  
August 2023  
**Technical Data Specialist**  
**Study name:** "Conduct Baseline Survey (Ramu AP)"  
**Responsibilities:** Develop survey tools with the Kobo toolbox, train enumerators, and organize and manage fieldwork, data collection, and Data cleaning.
- ActionAid Bangladesh**  
July 2023  
**Data Collection Specialist**  
**Study name:** End-line project evaluation of "Promoting Women and Girls' Empowerment Through Enhancing Protection and Economic Resilience of Rohingya Women and Adolescent Girls in Three Camps."  
**Responsibilities:** Develop survey tools with the Kobo toolbox, train enumerators, organize and manage fieldwork, data collection, and Data cleaning, and Design infographics for the final report.
- Manusher Jonno Foundation**  
June 2023  
**IT Specialist**  
**Study Name:** "Conducting Baseline Survey for Ekota (Unity) Project"  
**Responsibilities:** Develop survey tools with the Kobo toolbox, train enumerators, Data cleaning, and Design infographics for the final report
- Manusher Jonno Foundation**  
December 2022  
**Technical Data Specialist**  
**Study name:** "Outcome Assessment of the EPR Programme"  
**Responsibilities:** Developing survey tools, field visits, data collection, organization, and analysis.
- World Vision International**  
November 2022  
**Technical Data Specialist**  
**Study name:** "Research on Listening to Brides. Identifying experiences and needs of adolescent girls and young women married before age 18."  
**Responsibilities:** Develop survey tools to organize and analyze data.
- Nutrition International**  
October 2022  
**IT Support Specialist**  
**Study name:** "Sex and Gender Base Analysis of Adolescent Nutrition & Emergency COVID Response Maternal Nutrition"  
**Responsibilities:** Developing survey tools, field visits, manage fieldwork, qualitative and quantitative data collection, cleaning & organizing data, and analysis
- Manusher Jonno Foundation**  
February 2022  
**KoboToolbox Developer**  
**Study name:** "Security and Rights of Women and Girls (SRWG) Programme of the EPR project"  
**Responsibilities:** Developing survey tools, quantitative data collection, cleaning & organizing data, and analysis.

## SUMMARY

With five years of solid experience, I possess an extensive background in web development, particularly with WordPress and database management. I specialize in creating versatile, responsive, and multi-functional websites designed for various purposes, including e-commerce, business, non-governmental organizations, research and development, and charity foundations.

I also work with Data analysis, and Quantitative Research tool design, such as KoboToolbox, SurveyCTO, and XLSform. My expertise extends to troubleshooting hardware and software issues, managing IT assets, and analyzing complex data sets.

## SOFT SKILLS

HTML5 & CSS3	<div style="width: 95%;"></div>
JavaScript	<div style="width: 85%;"></div>
PHP	<div style="width: 75%;"></div>
R	<div style="width: 65%;"></div>
STATA	<div style="width: 90%;"></div>
KoboToolbox	<div style="width: 95%;"></div>
WordPress	<div style="width: 95%;"></div>
MySQL	<div style="width: 95%;"></div>
JAVA	<div style="width: 90%;"></div>
SPSS	<div style="width: 80%;"></div>
PowerBI	<div style="width: 85%;"></div>
Excel	<div style="width: 95%;"></div>
Word	<div style="width: 95%;"></div>
PowerPoint	<div style="width: 95%;"></div>

## HARD SKILLS

Communication	<div style="width: 95%;"></div>
Team Management	<div style="width: 95%;"></div>
Brand Development	<div style="width: 95%;"></div>
Strategic Analysis	<div style="width: 95%;"></div>
Brand Promotion	<div style="width: 95%;"></div>
Finance and Admin	<div style="width: 95%;"></div>

## LINKS

- @ suhanurrahman.r@gmail.com
- [in suhanurrahman](#)
- [www.suhanurrahman.com](#)
- [f suhan.alt](#)

## KEY SKILLS &amp; EXPERTISE



<b>IT Asset Management</b>	<ul style="list-style-type: none"> <li>Competent in tracking and managing IT assets, including hardware and software licenses.</li> <li>Inventory management, procurement, and budgeting for IT resources.</li> <li>Ensuring compliance with software licensing agreements.</li> </ul>
<b>Troubleshooting</b>	<ul style="list-style-type: none"> <li>I am proficient at diagnosing and resolving hardware and software issues promptly.</li> <li>Familiar with various operating systems, including Windows, macOS, and Linux.</li> <li>Providing remote and on-site support to resolve technical problems.</li> </ul>
<b>Tools Design</b>	<ul style="list-style-type: none"> <li>Designing Quantitative research tools with Kobo Toolbox.</li> <li>Developing survey tools using XLSForm for Kobo Toolbox.</li> </ul>
<b>Data Analysis</b>	<ul style="list-style-type: none"> <li>Strong analytical skills for extracting valuable insights from large datasets.</li> <li>Competent in using data analysis tools such as Excel, STATA, and R.</li> <li>Capable of creating visualizations and reports to communicate findings effectively.</li> </ul>
<b>Implementing ICT Standards</b>	<ul style="list-style-type: none"> <li>Extensive knowledge of industry best practices and Information and Communication Technology standards.</li> <li>Proven experience in translating user needs into compelling and compliant application solutions.</li> </ul>
<b>Network Maintenance</b>	<ul style="list-style-type: none"> <li>Proficient in monitoring and maintaining LAN, Network Servers, Routers, Printers, LAN Points, Switches, Patch panels, and Access points.</li> <li>Skilled in preventive maintenance to minimize faults and downtime.</li> </ul>
<b>Installation and Maintenance Missions</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to conduct missions for new installations and routine maintenance of ICT equipment.</li> <li>Experience troubleshooting and quick recovery from ICT problems, including regular system backups.</li> </ul>
<b>Software and Hardware Support</b>	<ul style="list-style-type: none"> <li>Expertise in installing software packages and conducting essential repair/maintenance of computer hardware, Cloud, and server equipment.</li> <li>Proficient in training staff on email systems, server support, and software management.</li> </ul>
<b>Network Administration</b>	<ul style="list-style-type: none"> <li>Skilled in adding and removing users from networks.</li> <li>Experience in maintaining an inventory of ICT equipment and tracking movements.</li> </ul>
<b>Documentation &amp; Communication</b>	<ul style="list-style-type: none"> <li>Strong writing skills for drafting emails and technical documentation on ICT matters.</li> <li>Ability to certify invoices and delivery notes, ensuring accuracy for payment processing.</li> </ul>
<b>Equipment Upgrading and Replacement</b>	<ul style="list-style-type: none"> <li>Knowledgeable in evaluating the need for upgrading and replacing ICT equipment in the field to meet organization standards.</li> </ul>
<b>Transmission Efficiency</b>	<ul style="list-style-type: none"> <li>Experience in selecting the most efficient and economical means for transmitting messages, considering the nature and priority of communications.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>Skilled in identifying and managing risks and seizing opportunities impacting objectives in the area of responsibility.</li> <li>Ability to make risk-based decisions and raise concerns to supervisors or relevant colleagues.</li> </ul>
<b>Adaptability &amp; Continuous Learning</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to adapt to evolving technologies and industry trends.</li> <li>Commitment to continuous learning and staying updated on ICT advancements.</li> </ul>
<b>Collaboration and Teamwork</b>	<ul style="list-style-type: none"> <li>Strong interpersonal skills for effective collaboration with team members and other stakeholders.</li> <li>Ability to work in a multicultural and diverse environment.</li> </ul>
<b>Problem-solving</b>	<ul style="list-style-type: none"> <li>Proven ability to analyze and solve complex ICT problems efficiently.</li> </ul>
<b>Ethical Conduct</b>	<ul style="list-style-type: none"> <li>Commitment to ethical conduct, confidentiality, and integrity in handling ICT matters.</li> </ul>
<b>Training and Capacity Building</b>	<ul style="list-style-type: none"> <li>Experience in training organization staff on ICT-related topics and building their capacity.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>Flexibility to perform other related duties as required and adapt to changing work requirements.</li> </ul>
<b>Web Development (WordPress)</b>	<ul style="list-style-type: none"> <li>Front-end website development using HTML, CSS, JavaScript, and responsive design principles.</li> <li>Create and maintain websites, ensuring optimal functionality and user experience.</li> <li>Familiar with modern web development frameworks and libraries.</li> <li>Extensive experience in designing, customizing, and maintaining WordPress websites.</li> <li>Plugin installation, theme customization, and security enhancements.</li> <li>Able to troubleshoot and resolve WordPress-related issues efficiently.</li> </ul>
<b>Database Management</b>	<ul style="list-style-type: none"> <li>Database design, implementation, and optimization.</li> <li>Working with SQL databases, including MySQL.</li> <li>Data migration, backup, and recovery procedures.</li> </ul>

## TRAINING & ACTIVITIES



<b>Kobo Toolbox Training</b>	Form development, Collecting and uploading data, managing data in Kobo Toolbox, Advanced form development using XLSFORM.
<b>Web Design and Development</b>	Web Design and Development training focused on modern, responsive websites using HTML, CSS, and JavaScript, including a deep dive into WordPress. Gained hands-on experience creating custom themes, designing functional web pages, and optimizing for performance. Developed a strong understanding of web development principles and specific WordPress skills, equipped for career or personal use. The LICIT Project Bangladesh offers this Training program.
<b>Android App Development</b>	Completed an Android App Development Training program offered by the ICT Division of Bangladesh. The training focused on teaching individuals how to develop mobile applications for Android devices using Java programming language. During the program, I gained practical experience using tools such as Android Studio, Java Development Kit (JDK), and Android SDK to build functional and user-friendly apps. The training covered various topics, including Android architecture, user interface design, data storage, networking, and app deployment.
<b>Stata for Statistics &amp; Data Analysis</b>	Learned Data Analysis, Visualization, Regression Analysis and Cross Section Regression, Time Series and Panel Regression Methods, Different Functional Forms,
<b>Master Git and Github - Beginner to Expert</b>	<p>Gained a deep understanding of Git and GitHub, essential tools for modern software development.</p> <ul style="list-style-type: none"><li>▪ In-depth exploration of Git's fundamentals, including version control, branching, and merging.</li><li>▪ Harnessing the power of GitHub for collaborative coding, project management, and open-source contributions.</li><li>▪ Git techniques such as rebasing, squashing, and resolving merge conflicts.</li><li>▪ Best practices for efficient collaboration, code reviews, and forking repositories.</li><li>▪ Customizing Git and GitHub workflows to fit diverse development environments.</li></ul>
<b>Fundamentals of digital marketing</b>	Completed Fundamentals of Digital Marketing, I've gained a comprehensive understanding of key digital marketing concepts, including strategies to take a business online, enhance its web presence, expand local and global reach, utilize social media and mobile platforms effectively, employ advertising for broader outreach, track, and measure web traffic, and even optimize online sales of products or services. This course has equipped me with the skills and insights needed to thrive in the dynamic world of digital marketing.

## EDUCATION



Diploma-in Civil Engineering, Mymensingh Polytechnic Institute [2020]

## INTERESTS



- Data Science
- Machine Learning
- AI
- Robotics

## REFERENCE



### MUHAMMAD MAHBUBUL ISLAM BHUIYAN

Director of Operations

#### Centre for Qualitative Research

106, Al-Falah Apartment, Ibrahimpur, Kafrul,  
Mirpur(Section -14), Dhaka - 1206

### MUHAMMED IRFAN

Manager - MEAL

Programme Development and Quality (PDQ)

#### Save the Children

Cox's Bazar Area Office, Cox's Bazar

I affirm that all the information in this resume is factual and accurate to the best of my knowledge. I take full responsibility for the integrity of the information above.

SUHANUR RAHMAN