

SUHANUR RAHMAN

Technical Specialist

Data Management, Web Developer

Address: Mirpur 02, Dhaka-1216, Bangladesh.

@ suhanurrahman.r@gmail.com in suhanurrahman @ suhanurrahman.com



PROFESSIONAL EXPERIENCES



Tasks assigned to the specific project

- Centre for Qualitative Research**
January 2022
[LinkedIn](#) | [Facebook](#) | [Web](#)
Technical Specialist
Technical Support, Fieldwork Management, Coordination of Data Collection Teams (Enumerators, Field Supervisors), Quantitative data collection tools design (KoboToolbox, SurveyCTO, xlsForm), Data Quality Control & Assurance, Data Auditing & Cleaning Techniques, Data Analysis using STATA, Field Planning & Observation, Report Writing (Survey Progress, Field Challenges), Managing IT assets, hardware and software-based cloud databases, website maintenance, and design and development of organizational websites.
- Manusher Jonno Foundation**
June 2024
Field Research Coordinator
Study name: "Women's Economic Empowerment and Equality Study"
Responsibilities: Develop survey tools with the Kobo toolbox; train enumerators; organize and manage fieldwork, Field planning, and Data cleaning and monitoring fieldwork; managing field team.
- Manusher Jonno Foundation**
May 2024
Survey Tools Development Lead
Study name: "Assessment on Social Behaviour Change Communication (SBCC) and Analysis on Nutrition Governance in the CHT Region."
Responsibilities: Develop and finalize survey tools with the Kobo toolbox, Data Quality assurance, Realtime Data monitoring, Checking inconsistency in Data, submit Realtime survey report to Research Manager.
- Food for the Hungry Bangladesh**
May 2024
Assistant Field Research Coordinator
Study name: "Assessment on Health and Nutritional Needs in Bangladesh"
Responsibilities: Field Planning, Tools finalization, Survey Sampling, Kobo toolbox xlsForm Develop, Data Quality assurance, Realtime Data monitoring, submit Realtime survey report to Research Manager. Data Cleaning, Analysis with STATA.
- ActionAid Bangladesh**
Feb 2024
Field Research Team Lead
Study name: "Developing A Strategic Roadmap for Sustainable Growth of Women's Market in Rohingya Camps"
Responsibilities: Developing Questionnaire and survey form(KOBO, XLSform),Survey Sampling, Data Quality assurance, Realtime Data monitoring, submit Realtime survey report to Research Manager. Data Cleaning, Analysis with STATA.
- 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.

SUMMARY

I am an experienced research professional with three years of experience in data collection, fieldwork management, and analysis. I am Proficient in Data Analysis with Stata and quantitative Research tool design(KoboToolbox, Survey CTO/ODK). I'm skilled in quality assurance, data cleaning, and team training. I am a strong communicator and leader and adept at coordinating field teams and stakeholders. I have research methodologies, ethical standards, and emergency response planning expertise. I am committed to delivering accurate and high-quality research outcomes.

My expertise extends to troubleshooting hardware and software issues, managing IT assets, analyzing complex data sets, and web design and development with recent technological trends.

SOFT SKILLS

Kobo/ODK/ XlsForm	<div style="width: 100%;"></div>
STATA	<div style="width: 95%;"></div>
R	<div style="width: 90%;"></div>
Data Management	<div style="width: 95%;"></div>
MySQL	<div style="width: 90%;"></div>
SPSS	<div style="width: 85%;"></div>
PowerBI	<div style="width: 80%;"></div>
Office Suite	<div style="width: 95%;"></div>
JAVA	<div style="width: 85%;"></div>
WordPress	<div style="width: 90%;"></div>
HTML & CSS	<div style="width: 95%;"></div>
JavaScript	<div style="width: 80%;"></div>
PHP	<div style="width: 75%;"></div>
MS Server	<div style="width: 60%;"></div>

HARD SKILLS

Communication	<div style="width: 95%;"></div>
Team Management	<div style="width: 90%;"></div>
Research Methodology	<div style="width: 95%;"></div>
Strategic Analysis	<div style="width: 90%;"></div>
Teamwork & Leadership	<div style="width: 95%;"></div>
Finance and Admin	<div style="width: 85%;"></div>

LINKS

- @ suhanurrahman.r@gmail.com
- in suhanurrahman
- www.suhanurrahman.com
- suhan.alt

PROFESSIONAL EXPERIENCES



- 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, organize data 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.

KEY SKILLS & EXPERTISE



Data Collection Oversight	<ul style="list-style-type: none"> Fieldwork Management Coordination of Data Collection Teams (Enumerators, Field Supervisors) Adherence to Research Protocols and Timelines 	Training & Development	<ul style="list-style-type: none"> Training Program Design & Delivery Enumerator and Field Staff Training Development of Training Materials and Resources
Quality Assurance & Monitoring	<ul style="list-style-type: none"> Data Quality Control & Assurance Data Auditing & Cleaning Techniques Ensuring Accuracy and Integrity of Data 	Reporting & Documentation	<ul style="list-style-type: none"> Report Writing (Survey Progress, Field Challenges) Secure Handling of Survey Documents & Audio Files Documentation & Confidentiality Compliance
Data Management & Analysis	<ul style="list-style-type: none"> Data Analysis using Stata, Database Management & Development Secure Data Storage & Accessibility 	Problem Solving & Emergency Response	<ul style="list-style-type: none"> Crisis Management during Fieldwork Emergency Response Plan Development Quick Resolution of Fieldwork Issues
Managing Field Work	<ul style="list-style-type: none"> Field Planning & Observation Travel & On-site Fieldwork Supervision Survey Planning and Implementation 	Management	<ul style="list-style-type: none"> Project Management & Multi-tasking Attention to Detail Effective Time Management
Research	<ul style="list-style-type: none"> Research Methodologies & Ethics Data Quality Control Techniques Understanding of Ethical Research Standards 	Teamwork	<ul style="list-style-type: none"> Team Collaboration & Leadership Independent Work Proficiency Conflict Resolution & Team Support

TRAINING & ACTIVITIES



- Kobo Toolbox Training**

Form development, Collecting and uploading data, managing data in Kobo Toolbox, Advanced form development using XLSFORM. I learned to design and manage digital surveys for data collection, including form creation, question types, and logic implementation. I gained expertise in deploying surveys on mobile devices, managing data collection in remote areas, and ensuring data quality. The training also covered data analysis and export, as well as troubleshooting common issues in field data collection, with a focus on optimizing workflows for humanitarian and development contexts.
- STATA for Statistics & Data Analysis**

I learned to navigate the interface, manage data, and perform data cleaning, transformation, and analysis. I gained skills in descriptive and inferential statistics, regression analysis, and advanced methods like logistic regression and time series analysis. I also developed proficiency in programming with STATA, visualizing data through various plots. The training covered report generation, troubleshooting, and practical applications using real-world data, with an emphasis on best practices and ethical data handling.

REFERENCE



MUHAMMAD MAHBUBUL ISLAM BHUIYAN

Founder | Director of Operations
Centre for Qualitative Research
 267, Purba Malancho, School RD, Ibrahimpur, Kafrul, Dhaka
 Cantonment, Dhaka-1206, Bangladesh.

MUHAMMED IRFAN

Manager - MEAL
 Programme Development and Quality (PDQ)
Save the Children
 Cox's Bazar Area Office, Cox's Bazar.