SUHANUR RAHMAN

Technical Specialist

Data Management, Field Research Coordinator
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PROFESSIONAL EXPERIENCES

CENTRE FOR QUALITATIVE RESEARCH
January 2022 – Present

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.

TASKS ASSIGNED TO THE SPECIFIC PROJECT

- **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 Bangaldesh**
  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.

SUMMARY

I am research professional with four years of experience in data collection, fieldwork management, and analysis. Proficient on Qualitative & Quantitative Research, 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

Skill	Level
Kobo/ODK	95%
STATA	75%
R	60%
Data Management	90%
MySQL	55%
SPSS	55%
PowerBI	60%
Office Suite	95%
JAVA	60%
WordPress	90%
HTML & CSS	95%
JavaScript	55%
PHP	55%
MS Server	50%

HARD SKILLS

Skill	Level
Communication	75%
Team Management	90%
Research	90%
Strategic Analysis	80%
Teamwork	90%
Finance and Admin	90%

LINKS

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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, organize data and analysis.

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.

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.

KEY SKILLS & EXPERTISE

Data Collection Oversight	• Fieldwork Management • Coordination of Data Collection Teams (Enumerators, Field Supervisors) • Adherence to Research Protocols and Timelines	**Training & Development**	• Training Program Design & Delivery • Enumerator and Field Staff Training • Development of Training Materials and Resources	
Quality Assurance & Monitoring	• Data Quality Control & Assurance • Data Auditing & Cleaning Techniques • Ensuring Accuracy and Integrity of Data	**Reporting & Documentation**	• Report Writing (Survey Progress, Field Challenges) • Secure Handling of Survey Documents & Audio Files • Documentation & Confidentiality Compliance	
Data Management & Analysis	• Data Analysis using Stata, • Database Management & Development • Secure Data Storage & Accessibility	**Problem Solving & Emergency Response**	• Crisis Management during Fieldwork • Emergency Response Plan Development • Quick Resolution of Fieldwork Issues	
Managing Field Work	• Field Planning & Observation • Travel & On-site Fieldwork Supervision • Survey Planning and Implementation	**Management**	• Project Management & Multi-tasking • Attention to Detail • Effective Time Management	
Research	• Research Methodologies & Ethics • Data Quality Control Techniques • Understanding of Ethical Research Standards	**Teamwork**	• Team Collaboration & Leadership • Independent Work Proficiency • Conflict Resolution & Team Support	

IT Asset Management	• Competent in tracking and managing IT assets, including hardware and software licenses. • Inventory management, procurement, and budgeting for IT resources. • Ensuring compliance with software licensing agreements.
Troubleshooting	• I am proficient at diagnosing and resolving hardware and software issues promptly. • Familiar with various operating systems, including Windows, macOS, and Linux. • Providing remote and on-site support to resolve technical problems.
Implementing ICT Standards	• Extensive knowledge of industry best practices and Information and Communication Technology standards. • Proven experience in translating user needs into compelling and compliant application solutions.
Network Maintenance	• Proficient in monitoring and maintaining LAN, Network Servers, Routers, Printers, LAN Points, Switches, Patch panels, and Access points. • Skilled in preventive maintenance to minimize faults and downtime.
Installation and Maintenance Missions	• Demonstrated ability to conduct missions for new installations and routine maintenance of ICT equipment. • Experience troubleshooting and quick recovery from ICT problems, including regular system backups.
Network Administration	• Skilled in adding and removing users from networks. • Experience in maintaining an inventory of ICT equipment and tracking movements.

KEY SKILLS & EXPERTISE

Software and Hardware Support	▪ Expertise in installing software packages and conducting essential repair/maintenance of computer hardware, Cloud, and server equipment. ▪ Proficient in training staff on email systems, server support, and software management.
Adaptability & Continuous Learning	▪ Demonstrated ability to adapt to evolving technologies and industry trends. ▪ Commitment to continuous learning and staying updated on ICT advancements.
Web Development (WordPress)	▪ Front-end website development using HTML, CSS, JavaScript, and responsive design principles. ▪ Create and maintain websites, ensuring optimal functionality and user experience. ▪ Familiar with modern web development frameworks and libraries. ▪ Extensive experience in designing, customizing, and maintaining WordPress websites. ▪ Plugin installation, theme customization, and security enhancements. ▪ Able to troubleshoot and resolve WordPress-related issues efficiently.
Database Management	▪ Database design, implementation, and optimization. ▪ Working with SQL databases, including MySQL. ▪ Data migration, backup, and recovery procedures.

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.
Web Design and Development	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 LICT Project Bangladesh offers this Training program.
Android App Development	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.
Master Git and Github - Beginner to Expert	Gained a deep understanding of Git and GitHub, essential tools for modern software development. ▪ In-depth exploration of Git's fundamentals, including version control, branching, and merging. ▪ Harnessing the power of GitHub for collaborative coding, project management, and open-source contributions. ▪ Proficient in Git techniques (rebasing, squashing, conflict resolution), collaboration best practices, and customizing Git/GitHub workflows.

INTERESTS

- Data Science(Research Data Modeling, Big Data, Machine Learning, AI, Robotics)
- Quantitative Research
- Statistical Data Modeling

REFERENCE

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