

CV of Dr. Md Jafar Uddin

PART A: Detailed General Information



1.0 Personal Information:

Name : Dr. Md.Jafar Uddin
Father's Name : Md. Fazal Sarder
Name of Service : Bangladesh Civil Service.
Present Position : Senior Secretary (PRL)
Date & Place of Birth : 3 June 1962, Jamalpur, Bangladesh
Entry into Service : 15 February 1988
Nationality : Bangladeshi
Present Address : 6/1Shiddeswari Lane (Flat-A3), Shantinagar, Dhaka-1217, Bangladesh
Permanent Address : Village: Kamrabad, Post & Upazila: Sarishabari, District: Jamalpur, Bangladesh
Telephone Number : Mobile-01729070922
E-mail : uddinjafar1962@gmail.com

2.0 Education:

Name of the Exam	Name of Institution	Year	Core Subject	Division/Class
Secondary School Certificate	R.D.M High School, Sarishabari	1977	Commerce	1 st Division

Higher Secondary Certificate	Sarishabari College	1979	Commerce	1 st Division
Bachelor of Commerce (Hons) B.Com (Hons)	University of Dhaka	1982	Finance	2 nd Class
Master of Commerce (M.Com)	University of Dhaka	1983	Finance	2 nd Class
Masters of Arts (M.A.)	University of Ulster, UK	2001	Government Financial Management	Pass (Average Marks 62%)
Doctor of Business Administration (DBA)	University of East Manila, Philippines	2008	Major in Financial Management	Degree Obtained (Average Marks 95%)

3.0 Competency Matrix:

Competency	Experience
Professional and Managerial	<ul style="list-style-type: none"> • About 33 years of professional and managerial experience working in a complex task environments in the public sector including Bangladesh Embassy and BRAC, the largest global NGO. • Elevated to the senior-most position in the Civil Service and worked as Senior Secretary in the Ministry of Commerce as well as in the Ministry of Youth and Sports as Secretary and performed as the administrative head. • Extensive experience of three previous services: Bangladesh Krishi Bank (Specialized Banking), Janata Bank (Commercial Banking) and Bangladesh Bank (Central Banking) • Led negotiation team and concluded the signing of Preferential Trade Agreement (PTA) with Bhutan, 1st time in the history of Bangladesh in the virtual presence of Hon'ble Prime Ministers of both the countries. • Experience in preparing Social Protection Budget. • Excellent experience in the field of financial management. For instance: preparation and overseeing of budget, accounts and audit. • Worked as Chief Accounts and Finance Officer in various Ministries such as Ministry of Power, Energy and Mineral Resources, Ministry of Fisheries and Livestock, Ministry of Agriculture and Ministry of Information.

	<ul style="list-style-type: none"> • Worked as Director of Finance in the Ministry of Foreign Affairs and Finance Controller (Army). • Worked as Director of Commercial Audit mandated to audit Public Enterprise. • Held administrative position in various work places and gathered extensive experience in human resource management. • Wide exposure in the area of project management. For instance: preparation of project proforma and monitoring implementation of the projects. • Attended a number of international seminars and conferences related to trade and investment (Details at sl no 8) • Worked in the Embassy of Bangladesh in the Philippines and acted as the Chairman of the Colombo Plan Staff College, Manila in the capacity of the Head of the Mission (CDA a.i.). • Acting as a focal point for Sustainable Development Goals (SDGs).
Academic	<ul style="list-style-type: none"> • Obtained Master of Commerce in Finance from the University of Dhaka and Master of Arts in Government Financial Management from the University of Ulster, UK. Also, achieved the degree of Doctor of Business Administration from the University of the East, Philippines. • Having expertise in research at the level of Doctoral Degree and Master Degree • Attained academic and professional skills through various courses and training programs both home and abroad including Public Administration Training Centre (PATC), Financial Management Academy (FIMA), British Council, Asian Institute of Technology, Bangkok. Supreme Audit Institution, Delhi, study visit to European Union Headquarters, Brussels, E-Learning on Trade, Growth, Poverty and Gender conducted by the World Bank Institute, Washington. • Participated in the Executive Course on “A Cutting Edge of Economic Development” at Harvard Kenedy School, Boston, United States of America • Provided guidance and training in Medium-Term Budget Framework across the Ministries. • Acting as Resource Person in various Government training institutes. For instance-Public Administration Training Centre (PATC), Academy for Planning and Development, Bangladesh Institute of Administration and Management (BIAM), Financial Management Academy (FIMA), Rural Development Academy, Police Staff College etc.

	<ul style="list-style-type: none"> • Taught business subjects including International Business, Human Resource Management, Corporate Finance, Strategic Management and Organizational Behavior in BRAC University and South-East University as part-time faculty.
Technical	<ul style="list-style-type: none"> • Extensive banking knowledge such as central banking, commercial banking and specialized banking • Excellent Analytical Skills on macro-economic variables namely real sector, fiscal sector, monetary sector and external sector. • Gathered excellent skills and knowledge on various programs pertaining to social and economic development including monitoring and evaluation as well as partnership building with government and donors while worked in BRAC as Associate Director for four years. • Provided specialist advice particularly to the Secretaries of the Ministries on administrative and financial matters. • Worked closely in the reform programs undertaken by various Ministries including Finance Division and ministry of commerce • Provided guidance and training in the process of preparation, submission and approval of national budget.
Personal Attributes	<ul style="list-style-type: none"> • Ability to build rapport and strong working relationships with clients and team members. • Strategic visions for organizational changes and reforms. • Highly consensus based problem solving skills. • Effective communicator with stakeholders of all levels. • Excellent cross cultural communication skills based on international experience. • Committed, motivated and flexible attitude to achieving organizational objectives. • Keen interest for sports, music and other events of cultural arena. • Travelled a number of countries. Such as India, Thailand, Singapore, South Korea, Malaysia, China, Philippines, Saudi Arabia, United Kingdom, Ireland, Belgium, Spain, Italy, Uzbekistan, Sri Lanka, Myanmar, Nepal, Cambodia, Indonesia, France, Switzerland, Vietnam USA and Japan. • Played Volleyball in the 1st Division Dhaka Volleyball League.

4.0 Employment History:

4.1:

Organization : Ministry of Commerce, Government of Bangladesh
Job Title : Senior Secretary
Duration : 16 September 2019 to 2 June 2021

Tasks Assigned:

- Research and Study on Trade & Commerce
- Promotion and regulation of internal commerce/Market
- Commercial Intelligence and statistics and publications thereof
- Coordination with Trade Organization and Chamber of Commerce
- Price control
- Export policies including protocols, treaties and agreements and conventions on trade with foreign countries
- Review export policies and programmes
- Regulation and control of import trade and policies thereof
- Trade delegation to and from abroad, overseas trade, exhibitions and trade representation
- Export promotion including administration of export credit guarantee scheme
- Formulation, Implementation and Review of projects undertaken by the Ministry
- Tariff commission, tariff policy, tariff valuation, commonwealth tariff preference, general and international agreements on tariff
- International trade organization including UNCTAD, GATT and WTO
- European Economic Community
- Administration of Commercial Wings in Bangladesh Missions abroad
- Liaison with international organizations and matters relating to treaties and agreements with other countries and world bodies
- Presentation of Draft Policy, Acts to the Cabinet Meetings
- Valuable comments/observations on 8th Five Year Plan, Perspective Plan 2041 etc.
- Dealt with issues related to trade laws pertaining to WTO, EU etc
- Attending Meetings of the Parliamentary Standing Committee on Ministry of Commerce as Principal Accounting Officer.

4.2

Organization : Ministry of Youth and Sports, Government of Bangladesh
Job Title : Secretary
Duration : 26 Feb 2019 to 16 Sep 2019

Tasks Assigned:

- Organization and mobilization of the youths for voluntary participation in the development activities of the country
- Programmes to encourage a sense of adventure, responsibility, confidence and achievement in youths
- Research and study on youths and youth development activities
- International Organisations and other international programmes in the field of sports

- Organisation and participation in national and international games and athletics
- Formulation, Implementation and Review of projects undertaken by the Ministry
- Creating opportunities for self-employment for youths aiming poverty reduction
- Attending Meetings of the Parliamentary Standing Committee on Ministry of Youth & Sports as Principal Accounting Officer.

4.3

Organization : Finance Division, Ministry of Finance, Government of Bangladesh

Job Title : Additional Secretary, Wing Chief (Budget & Macro-economy)

Duration : 12 May 2016 to 26 Feb 2019

Tasks Assigned:

- Preparing national budget;
- Allocating resource to Ministries/Division/Department;
- Coordinating with others key Ministries/Divisions.
- Acting as National Project Director, Inclusive Budgeting and Financing for Climate Resilience (IBFCR)
- Acting as Executive Director, Institute of Public Finance (IPF)
- Acting as the Managing Director and Chief Executive Officer, National Human Resource Development Fund
- Supervising the activities of the Project Titled 'Skills for Employment Investment (SEIP)'
- Supervising preparation of monthly, quarterly and year-end reports on macroeconomic outlook;
- Finalizing and Publishing:
 - a. Medium Term Macro-Economic Policy Statement
 - b. Bangladesh Marches on
 - c. Socio-Economic Progress of Bangladesh and Recent Macroeconomic Situations
- Analyzing all kinds of macroeconomic and financial risks as well as vulnerabilities with special focus on monetary, fiscal, real and external sectors of the economy;
- Analyzing reports highlighting macroeconomic and financial dynamics and submit to Coordination Council, an apex level meeting chaired by Hon'ble Finance Minister, for policy level interventions.
- Acting as the focal point of Sustainable Development Goals (SDGs).
- Contribution as one of the writers to the National Budget Speech

4.4

Organization : Finance Division, Ministry of Finance, Government of Bangladesh

Job Title : Joint Secretary, Brach Head (Macro-economy)
Duration : 30 July 2015 to 11 May 2016.

Tasks Assigned:

- Preparing monthly, quarterly and year-end reports on macroeconomic outlook;
- Preparing:
 - a. Medium Term Macro-Economic Policy Statement
 - b. Bangladesh Marches on
 - c. Socio-Economic Progress of Bangladesh and Recent Macroeconomic Situations
- Assessing all kinds of macroeconomic and financial risks as well as vulnerabilities with special focus on monetary, fiscal, real and external sectors of the economy;
- Preparing analytical reports highlighting macroeconomic and financial dynamics and submit to Coordination Council, an apex level meeting chaired by Hon'ble Finance Minister, for policy level interventions.
- Assessing the strengths and weaknesses of Macroeconomic Variables and explore the linkages to macroeconomic activities.
- Acting as the focal point of Sustainable Development Goals (SDGs).

4.5

Organization : BRAC, BRAC Centre, 75 Mohakhali, Dhaka- 1212
Job Title : Associate Director
Duration : 23 March 2011 to 19 March 2014 and 22 July 2014 to 11 July 2015.

Tasks Assigned:

- Representing and upholding the image of BRAC;
- Establishing, maintaining and strengthening relationship with the with relevant people, Government authorities, NGOs, Development Partners and media;
- Managing BRAC investment projects (preparation, submission and approval from NGO Affair Bureau including fund release)
- Providing assistance in respect of managing overseas affairs for BRAC International;
- Supervising the activities of 64 District BRAC Representatives(DBRs);
- Organizing seminars, workshops and monthly meetings and all other related tasks;
- Overseeing legal case management, vetting and compliance issues ; and
- Supervising the activities of Monitoring of BRAC development programs and departments.
- Leading the Monitoring Department, Legal and Compliance Department and Partnership Strengthening Unit.
- Administrative support in Supply Chain Management of BRAC Social Enterprises including *Aarong*

- Teaching in Private Universities such as BRAC University, South-East University on **International Business, Corporate Finance, Strategic Management, Human Resource Management, Production Operation Management etc.**

4.6

Organization : Finance Division, Ministry of Finance
Job Title : Deputy Secretary, Budget, Budget Wing.
Duration : 16 march 2009 to 22 March 2011

Tasks Assigned:

- Preparing budget and allocating resource to the six Ministries namely- Ministry of Foreign affairs, Ministry of Information, Ministry of Liberation War affairs, Ministry of youth and Sports, Ministry of Cultural Affairs and Ministry of Religious Affairs;
- Supporting building the Macroeconomic analytical and modeling techniques for the officers of the line Ministries in order to develop the Medium Term Budget Framework (MTBF);
- Strengthening linkages between the macro-fiscal resource budget ceiling estimates and the line Ministry's expenditure policy objectives and priorities with a medium term view point in line with the National Strategy through the MTBF process.
- Supervising the overall implementation of the budget of the line Ministries;
- Working in close collaboration with the officials of the line Ministries engaged in financial management;
- Providing comments and observations on the proposed policy papers, laws etc. sent by the line Ministries;
- Preparing the budget of the Social Safety Nets Programs undertaken by the Government;
- Acting as a member of the Budget Management Committee of the line Ministries;
- Acting as a member of the Project Evaluation Committee and Project Steering Committee of the line Ministries;
- Acting as the member secretary of the Proposals Evaluation Committee of the project titled "Deepening MTBF and Strengthening Financial accountability";
- Representing Finance Division as a member to the Executive Committee of Bangla Academy.

4.7

Organization : Embassy of the People's Republic of Bangladesh, Manila, the Philippines.
Job Title : Counsellor and Head of Chancery
Duration : 07 August 2004 to 06 December 2008

Tasks Assigned:

Performed duties and responsibilities as Counsellor and Head of Chancery in the Embassy of Bangladesh, Manila, the Philippines for about 4(four) years. In addition, acted as Charge de Affaires, a.i (CDA, a.i.). for about 1 (one) year in the absence of H.E. the Ambassador. Also, acted as Chairman of the Governing Board of the Colombo Plan Staff College for Technical Education, Manila, the Philippines in the capacity of the Head of the Mission (CDA, a.i.). The Key objective of the said staff college was to enhance investment in education. The key responsibilities as Counsellor include:

- ◆ Projecting the image of Bangladesh.
- ◆ Strengthening bilateral relations between Bangladesh and the Philippines.
- ◆ Promoting economic relations including volume of trade.
- ◆ Acting as Commercial Counsellor and exploring export markets for enhancing exports from Bangladesh
- ◆ Arranging bilateral meetings for the Bangladesh delegation.
- ◆ Arranging Business Meetings, Seminars and Workshop for Export Promotion
- ◆ Making liaison with the host Government on various mutual matters.
- ◆ Extending consular and protocol services.
- ◆ Accomplishing all jobs entrusted in the capacity of the Head of chancery.

4.8

Organization : Ministry of Foreign Affairs
Job Title : Director (Finance)
Duration : 04 November, 2002 to 06, August, 2004

Tasks Assigned:

- Preparing budget for the Ministries of Foreign affairs including all the Missions and Sub-Missions abroad;
- Processing pension cases of the retired officials of the Ministries;
- Reconciliation of accounts with the Chief Accounts office;
- Settlement of audit observations with the Audit Department;
- Keeping liaison with the Finance Division and the Missions and Sub-Missions abroad;
- Providing advice on financial matters to the Secretary of the Ministry.

4.9

Organization : Directorate of Commercial Audit under the office of the Comptroller & Auditor General of Bangladesh
Job Title : Director
Duration : 18 September 2000 to 03 November 2002

Tasks Assigned:

- Preparing Strategic Audit Plan in order to conduct audit of the commercial entities of the Government;
- Looking after administration of the Directorate;
- Imparting in-House training to the Auditors of the Directorate;
- Sorting out of the important audit observations from drafts submitted by the Audit Teams;
- Communicating the important audit observations to the Secretary of the Ministry concerned;
- Attending tripartite meeting arranged by the Ministries for the settlement of the audit observations;
- Providing inputs for preparing Annual Audit Report of the Comptroller and Auditor General to be submitted to the Parliament;
- Preparing the working papers for the meetings convened by the Public Accounts Committee of the Parliament.

4.10

Organization : Office of the Finance Controller (Army, Pay-2)
Job Title : Finance Controller
Duration : 02 March 2000 to 17 September 2000

Tasks Assigned:

- Facilitating budget preparation for the non-commissioned Army personnel;
- Making pre-audit of the bills submitted for payments;
- Maintaining accounts and reporting after making payments;
- Reconciling accounts with the Army Headquarters;
- Facilitating the settlement of audit observations raised by the office of the Comptroller and Auditor General;
- Providing advice on financial matters to the Army Headquarters.

4.11

a. Organization: Ministry of Information, **Duration:** 01 Sep. 1998 to 01 March, 2000

b. Organization: Ministry of Agriculture, **Duration:** 02 April 1998 to 31 August 1998

c. Organization: Statistics Division, Ministry of Fisheries and Livestock, Ministry of Energy and Mineral Resources, **Duration:** 15 Sep. 1994 - 1 April 1998

Job Title : **Chief Accounts and Finance Officer**

Tasks Assigned:

- Counselling on the overall economic management of the Ministry
- Looking after administration;
- Supervising pre-audit functions;
- Facilitating the preparation of budget of the Ministries;
- Making payments on the bills submitted by the Ministries;

- Monitoring budgetary control of the Ministries;
- Counseling on the matters pertaining to project preparation, implementation and monitoring;
- Preparing and maintaining accounts;
- Reporting the accounts to the Ministries and Controller General of Accounts;
- Helping the Ministries for the settlement of audit observations raised by the office of the Comptroller and Auditor general;
- Providing advice on financial matters including project management to the Secretaries of the Ministries.

4.12

Organization : Financial Management Academy
Job Title : Deputy Director
Duration : 24 April 1993 to 14 September 1994

Tasks Assigned:

- Looking after administration of the Academy;
- Preparing budget and maintaining accounts;
- Preparing training plan for the officials engaged in economic management as well as public financial management across the Government;
- Getting involved in the process of preparing training policy and training courses of the Academy;
- Making all arrangements in order to provide training to different categories of Government officials;
- Conducting seminars, workshops and meetings;
- Maintaining liaison with various organizations.

4.13

Organization : Office of the Controller General of Accounts under Finance Division
Job Title : Deputy Controller General of Accounts
Duration : 04 August 1991 to 23 April 1993

Tasks Assigned:

- Looking after administration including recruitment, promotion, training etc. ;
- Providing clarifications and guidance with regard to complicated issues on financial rules and regulations;
- Preparing budget and maintaining accounts;
- Arranging seminars, workshops and meetings.

4.14

Organization : Ministry of Housing and Works
Job Title : Deputy Chief Accounts and Finance Officer
Duration : 08 July 1991 to 03 August 1991

Tasks Assigned:

- Looking after administration of the Chief Accounts office;
- Conducting pre-audit functions of the Ministry;
- Facilitating the preparation of budget of the Ministry;
- Preparing accounts and reporting the same to Controller General of Accounts and the Ministry;
- Providing assistance in preparing projects of the Ministry.

4.15

Organization : Office of the Controller General of Accounts under Finance Division

Job Title : Assistant Controller General of Accounts

Duration : 15 January 1990 to 07 July 1991

Tasks Assigned:

- Looking after administration including;
- Recruitment, training and promotion
- Preparing and controlling budget;
- Arranging seminar, workshops and meetings;
- Conducting in-house training for the employees.

4.16

Organization : Financial management Academy

Job Title : Assistant Accountant General (Probationer)

Duration : 15 February 1988 to 14 January 1990

Tasks Assigned:

- Attending training courses on financial management as well as public administration;
- Participating in the seminars and workshops;
- Visiting various organizations in order to gather practical knowledge.

5.0 Professional Training (Local):

SL	Subject	Institution	Period
a	Foundation Training	Bangladesh Bank Training Academy, Dhaka	09-10-86 to 10-01-87
b	Departmental Training	Financial Management Academy, Segunbagicha, Dhaka	15-02-88 to 14-01-90
c	Foundation Training	Bangladesh Public Administration Training Center Savar, Dhaka	22-07-89 to 21-09-89
d	Computer Training	Bangladesh University of Engineering and Technology, Dhaka (BUET)	03-03-90 to 03-04-90
e	Computer Training	Institute of Business Administration, Dhaka	29-03-95 to 29-05-95

f	Computer Appreciation course conducted by Reforms on Budgeting and Expenditure Control Project (RIBEC) (Sponsored by DFID)	Financial Management Academy, Dhaka	6-05-1995 to 9-05-95
g	Course on Finance for Finance Officers conducted by Reforms on Budgeting and Expenditure Control project (RIBEC) (Sponsored by DFID)	Financial Management Academy, Dhaka	1-07-1995 to 4-07-95
h	Building Essential Skills in Training	Financial Management Academy, Dhaka	04-10-99 to 06-10-99
i	Participated in 105 hour British Council English Language Training Programme (Sponsored by DFID)	British Council, Dhaka	19-01-97 to 10-04-97
j	Relevant Laws, Rules & Regulations in Managing Office.	Financial Management Academy, Dhaka	21-10-97 to 26-10-97
k	Training on Management, Accounting, Auditing and Budgeting (MAAB) (Sponsored by DFID)	Financial Management Academy, Dhaka	11-01-98 to 19-03-98
l	The Leadership Workshop Series (Sponsored by BRAC)	BRAC Centre, Dhaka	June 2014 to November 2014
m	Workshop on National Human Resource Development Fund (Sponsored by Skill for Employment Investment Program (SEIP) Project, Finance Division)	Hotel Sonargaon, Dhaka	4 February, 2016
n	National Social Protection Public Financial Management Course	Institute of Public Finance (IPF), Segunbagicha, Dhaka	27-31 March, 2016
o	Workshop on Understanding and Implementation of SDGs Organized by Prime Minister's Office of	Prime Minister's Office, Dhaka	07 April, 2016

	Bangladesh and Curtin University Sustainable Policy Institute		
p	National Capacity Development Workshop: Building institutional capacity for e-government data analysis and evidence-based decision-making to support the Sustainable Development Goals	UN Department of Economic and Social Affairs (UNDESA) and Access to Information Programme (a2i), Prime Minister's Office, Dhaka	06-07 June, 2017

6.0 Professional Training (Foreign):

SL.	Subject	Institution	Period
a	Training on Project Management	Asian Institute of Technology, Bangkok, Thailand	02-06-96 to 28-06-96
b	45 hours training on International Business Communication	University of Ulster, UK	01-09-98 to 30-09-98
c	Training on Auditing Information Technology	New Delhi, India	20-11-97 to 19-12-97
d	E-Learning Course on "Trade, Growth, Poverty and Gender"	The World Bank Institute Washington, DC.	24-04-06 to 16-06-06
e	Procurement Training Program	International Training Centre of ILO, Turin, Italy	30-05-2016 to 10-06-2016
f	Executive Course on "A Cutting Edge of Economic Development"	Harvard Kenedy School, Boston, United States of America	10-02-2020 to 14-02-2020

7.0 Countries Visited as part of Official Assignment:

1.	Visited United Kingdom on official assignment
2.	Visited the Embassy of Bangladesh in Italy on official Assignment
3.	Visited the Embassy of Bangladesh in Spain on official assignment
4.	Visited the Bangladesh Biman in Kolkata, India on official assignment
5.	Visited South Korea on official assignment
6.	Visited Singapore on official assignment
7.	Visited Malaysia as part of official visit
8.	Visited Belgium, Ireland as part of study visit
9.	Attached to European Union Headquarters in Brussels as part of study visit
10.	Visited India and Uzbekistan on official assignment.

11.	Visited Thailand for training
12.	Visited China as a member of delegation
13.	Visited Myanmar on official assignment
14.	Visited Philippines on official assignment
15.	Visited Sri Lanka on official assignment
16.	Visited Nepal on official assignment
17.	Visited Japan, Vietnam, Indonesia and Cambodia on official visit
18.	Visited Germany on study visit
19.	Visited Peru on study visit
20.	Visited Australia as a member of Monitoring Team
21.	Visited Malaysia as a member of Monitoring Team
22.	Visited Nepal as panelist in the dialogue titled 'Regional Consultative Committee on Disaster Management' Climate Change
23.	Visited Kingdom of Saudi Arabia as part of official visit
24.	Visited France as part of official visit
25.	Visited United Kingdom as part of official visit
26.	Visited Brunei as part of official visit
27.	Visited India as Entourage of Honorable Prime Minister Sheikh Hasina
28.	Visited United States of America as part of official visit
29.	Visited Turkey as part of official visit
30.	Visited The Netherlands as part of official visit
31.	Visited Vietnam as part of official visit

8.0 International Conference and Seminars Attended

8.1 During the period in Ministry of Commerce as Senior Secretary/ Secretary

Sl	Date	Program Name	Venue	Position
1.	29 September 2019	Inauguration of 2 nd Meeting of BIMSTEC Trade Facilitation Workshop	State Guest House, Padma, Dhaka	Chief Guest
2.	3-5 October 2019	Attended different programs in India as a member of the Entourage of Honorable Prime Minister Sheikh Hasina during	New Delhi, India	Member of Delegation
3.	4-6 November 2019	International Seminar titled " Get Global Forum"	Los Angeles United States of America	Headline Speaker
4.	25 - 28 November 2019	35 th Session of the Standing Committee for Economic (COMCEC) organized by Organization of Islamic Cooperation (OIC)	Istanbul , Turkey	Head of Bangladeshi delegation

5.	3 - 5 December 2019	Common Fund For Commodities (CFC) Governing Council Meeting	The Hague, The Netherlands	Head of Bangladeshi delegation
6.	8 December 2019	6 th EU-Bangladesh Business Climate Dialogue	Bangladesh	Team Leader
7.	26-27 December, 2019	2 nd Meeting of the Joint Trade Committee (JTC) between Bangladesh and Vietnam	Hanoi, Vietnam	Head of Bangladeshi delegation
8.	15-16 January 2020	Bangladesh-India Commerce Secretary Level Meeting	India	Team Leader
9.	05 February 2020	National Tea Day proclamation inter-ministerial Meeting	MoC	Chairperson
10.	03-06 March 2020	Bangladesh-Nepal 5 th Commerce Secretary Level Meeting(CSLM)	Bangladesh	Team Leader
11.	05 March 2020	Trade and Investment Cooperation Forum Agreement (TICFA) meeting	Dhaka	Chief Guest
12.	04 May 2020	SAARC Trade Official Video Conference	Zoom	Team Leader
13.	25 August 2020	Trade and Investment Cooperation Forum Agreement (TICFA) Inter-sessional meeting	MoC	Chief Guest
14.	07 September 2020	National information Communication Technology Policy - 2018 formulation	MoC	Chief Guest
15.	8 September 2020	Bangladesh-Thailand PTA/FTA Feasibility Study Presentation	Zoom	Chief Guest
16.	5 October 2020	Digital Bangladesh Taskforce meeting	MoC	Chief Guest
17.	8 October 2020	Bangladesh-Eurasian Economic Union PTA/FTA Feasibility Study Presentation	Zoom	Chief Guest
18.	4 October 2020	Bangladesh-Vietnam PTA/FTA Feasibility Study Presentation	Zoom	Chief Guest
19.	4 October 2020	Bangladesh-ASEAN PTA/FTA Feasibility Study Presentation	Zoom	Chief Guest
20.	30.09.2020	National Export Trophy Rules-2020 and CIP (Export) Rules Finalization Meeting	MoC	Chairperson
21.	08 October 2020	Bangladesh-Nepal 6 th Commerce Secretary Level Meeting		Team Leader
22.	13 October 2020	UNESCAP-Framework Agreement of Cross- Border Paperless Trade (Ratification)	MoC	Team Commerce

23.	20 October 2020	The 25th Meeting of The Indian Ocean Rim Business Forum (IORBF)		
24.	21-22 October 2020	Bangladesh-Indonesia Preferential Trade Agreement 3 rd TNC Meeting	Zoom	Chief Guest
25.	16 November 2020	Bangladesh-Indonesia Preferential Trade Agreement Working Group Meeting	Zoom	Chief Guest
26.	23 November 2020	3 rd Commonwealth Business to Business (B2B) Cluster Week Meeting	Zoom	Opening Speaker
27.	06 December 2020	Bangladesh- Bhutan FTA Signing Ceremony	Bangladesh	Program Host
28.	8-9 December 2020	32th Meeting of CFC Governor Council	Zoom	Governor Speech
29.	10 December 2020	Workshop on Export Development Strategy for Bangladesh	BFTI	Chairperson
30.	14 December 2020	Regional Comprehensive Economic Partnership (RCEP)	MoC	Chairperson
31.	17 December 2020	Bangladesh-India Bilateral Instrument Signing Ceremony (CEO's Forum)	State Guest House, Padma, Dhaka	Signatory
32.	20 January 2021	On the occasion of the launch of TINA.3 Of the United Nations Economic and Social Commission For Asia and the Pacific (UNESCAP)	Zoom	Chief Guest
33.	19 February 2021	3+5+1 Forum (3 Secretaries, 5 Ambassadors from European Countries and Country Representative ILO, Dhaka)	MoC	Co-Chair
34.	19 January and 23 February 2021	Import policy Order 2021-24 Finalization Meeting	MoC	Chair
35.	07-08 March 2021	Bangladesh-India Commerce Secretary Level Meeting	Dhaka	Team Leader
36.	14 March 2021	LDC Graduation: Impact on RMG	MoC	Key note speaker
37.	22 March 2021	Designation of Rohanpur-Singhad railway route as an additional	Bangabhaban,	Signatory

		transit route for movement of traffic-in-transit between Nepal and Bangladesh and also for third country transit-trade (Ammendment to Nepal-Bangladesh Transit Agreement) in presence of Hon'ble Presidents of both the Countries	Dhaka	
38.	27 March 2021	MoU with India on the Establishment of a Framework of Cooperation in the area of Trade Remedial Measures in presence of Hon'ble Prime Ministers of both the countries.	Prime Minister's Office, Dhaka	Signatory
39.	11 May 2021 And 30 May 2021	Special committee formed by Prime Minister's office to identify thematic groups & their Terms of Reference (ToR) for meeting the Challenges of LDC graduation of Bangladesh.	MoC	Headed the meeting of Five Secretaries
40.	Year Long activity	Weekly Taskforce Meeting of Supply Chain Management, Price Control and Monitor	MoC	Chairperson

8.2 Apart from Ministry of Commerce

- a. Visited China as a member of Delegation with Comptroller and Auditor General of Bangladesh from 18-28 September 2001.
- b. Attended 40th ASEAN/ 14th ASEAN Regional Forum (ARF) Meeting as a member of Delegation with Hon'ble Foreign Minister held in Manila from 31 July 2007-02 August 2007.
- c. Attended a Seminar titled " Mobilizing Aid For Trade: Focus Asia and the Pacific as a member of Delegation with Hon'ble Finance Minister held in ADB, Manila on 19-20 September 2007.
- d. Attended the International Conference on "Changing Asia: Forging Partnership, Building Sustainability" organized by the Ramon Magsaysay Award Foundation held in Manila on 29-30 August 2008.
- e. International Conference on Entrepreneurship and Development: Experiences, Practices and Policies organized by BRAC, IGC and iiG held at BRAC Centre, Dhaka, Bangladesh on 27-28 March 2011
- f. Capacity Building Seminar on Integrated Macroeconomic Statistics and the Balance Sheet Approach for Better Economic Decision Making organized by IMF and National Bank of Cambodia held in Siem Reap, Cambodia on 21-22 January, 2016.

- g. Attended the Government to Government (G2G) Meeting on SDGs in Jakarta, Indonesia on 16 May organized by UNDP and jointly presented country paper.
- h. Attended workshop on the Adaptation of the 2030 Agenda in Bangladesh during 15-16 June 2016 held in Dhaka organized by UNESCAP and Economic Relations Division, Government of Bangladesh.
- i. Participated in a policy dialogue on Current Economic Issues in Asia organized by Asian Development Institute held in Manila, Philippines on 26 September 2016.
- j. Participated in the National Capacity Development Workshop on Building Institutional Capacity for E-government Data Analysis and Evidence-based Decision-making to Support the Sustainable Development Goals organized by UN Department of Economic and Social Affairs (UNDESA) and Access to Information (a2i) Program, Government of Bangladesh held during 6-7 June, 2017 at the Prime Minister's Office, Dhaka, Bangladesh.
- k. Participated in a workshop titled “Regional Dialogue on Climate Resilient Growth and Development” in Bangkok, Thailand during 20 February-22 February 2018 organized by UNDP and DFID.
- l. Attended a dialogue titled ‘Regional Consultative Committee on Disaster Management’ as Speaker in Nepal during 3 December-5 December 2018 organized by Asian Disaster Preparedness Center (ADPC) and Government of Nepal.
- m. Participated in the ‘16th Asia/Oceania Region Intergovernmental Ministerial Meeting on Anti-Doping in Sport’ held in Jeddah, Kingdom of Saudi Arabia during 29-30 April 2019 organized by World Anti-Doping Agency (WADA)
- n. Attended as Panelist the Launching of ‘Youth Survey Report 2018’ on 24 July organized by BRAC in Hotel Lakeshore, Dhaka
- o. Participated as a head of Bangladeshi delegation in the Commonwealth Youth Senior Officials Meeting (Asia Region) held in Brunei Darussalam during 27 - 29 August 2019 organized by Commonwealth Secretariat.
- p. Participated as delegate in “Showcase Bangladesh 2021: Bangladesh-UK Investment Summit” during 4-10 November 2021 in London, United Kingdom.
- q. Participated as discussant in the "The Raise of Bengal Tiger: Trade and Investment Potentials in Bangladesh” during 4-10 November in Manchester, United Kingdom.
- r. Lead of the Bangladesh delegate team in meeting with Center for Regional Trade (CRT) for finalizing the draft of the Comprehensive Economic Partnership Agreement between Bangladesh and India in New Delhi, India during 23-25 February 2022.

- s. Attended as guest in “Boosting Bangladesh’s Trade Competitiveness” Webinar organized by Policy Research Institute of Bangladesh (PRI) on 1st March 2022

9.0 Special Assignments (Former Member to Board of Directors)

- a. Bangladesh Institute of Management, Dhaka
- b. Bangladesh Commerce Bank Ltd.
- c. Petrobangla
- d. Bangabandhu Sheikh Mujibur Rahman Medical University (Finance Committee)
- e. Janata Bank Ltd
- f. Vice Chairman, National Sports Council
- g. Bangladesh Krira Siksha Prothisthan (BKSP)
- h. Chairman, Board of Governors, Business Promotion Council
- i. Chairman, Board of Governors, Bangladesh Aroma Tea Company
- j. Vice Chairman, Board of Governors, Bangladesh Foreign Trade Institute (BFTI)
- k. Member, Consumers’ Right Council
- l. Member, Bangladesh Accreditation Board, Ministry of Industry
- m. Islamic Arabic University, Dhaka, Bangladesh

10.0 Subjects Taught in Different Institutes/Academy/University:

- 1. Macro-economic outlook of Bangladesh
- 2. Global economic outlook
- 3. Fiscal policy
- 4. Monetary policy
- 5. National income
- 6. Foreign direct investment
- 7. Domestic resource mobilization
- 8. Foreign aid utilization
- 9. International trade
- 10. Capital market
- 11. Any other Government rules on finance and administration.
- 12. Trend of Global Trade
- 13. Graduation Challenges and Opportunities
- 14. Export Diversification
- 15. Export Competitiveness
- 16. Ease of Doing Business
- 17. Public sector financial management
- 18. Government budgeting
- 19. Government accounting
- 20. Government auditing and settlement of audit observations
- 21. Delegation of financial powers
- 22. Fund release procedures of projects
- 23. Drawing and disbursement officer
- 24. General financial rules

25. Bangladesh treasury rules
26. Internal control systems
27. Parliamentary oversight functions
28. Good governance
29. Human resource management
30. Strategic management
31. Diversity management
32. Corporate financial management
33. Organizational behavior
34. Motivation theories and practice
35. Leadership
36. Negotiation techniques
37. Monitoring and evaluation techniques both for government and non-government.
38. Social Protection Systems in Bangladesh.
39. Social business and micro-credit
40. Conflict management

11.0 Family Information:

Spouse	Children
Name: Ms. Sadia Nuzhat Date of Birth: 06-12-1967	1. Ms. Samia Afroz Date of Birth: 13-05-1990 2. Mr. M.K.Imtiaz Date of Birth: 29-09-1994