

Curriculum Vitae of

Zahida Fizza Kabir

Executive Director, SAJIDA Foundation
House# 28, Road# 7, Block- C
Niketon Housing Society, Gulshan 1
Dhaka-1212, Bangladesh

SUMMARY OF PROFESSIONAL EXPERIENCE:

- **Program Planning and Management**

Selected to lead and manage development projects that involves working at the community level, organizing, monitoring and evaluation practices. Extensive experience in the planning and management of community development programs, such areas as micro-credit, primary health care, counseling, education and literacy.

- **Training and Institution Development**

Significant experience and expertise in delivery of training programs. strategic planning, organizational structure, financial management, program planning, proposal writing, and systems/ procedures.

- **Management of Non-profit Organizations**

Over thirteen years experience in direct leadership position of a non- profit organization. There are proven records that the organizational effectiveness and efficiency of programs and operations have increased. Initiated and implemented participatory approaches to strategic planning involving staffs and clients.

- **Fundraising and Grants Management**

Experience in the preparation of technical proposals for submission to government and private sources of funding. Development and implementation of workshop in fundraising team building, feasibility analysis, self-sufficiency of micro-credit programs etc.

WORK EXPERIENCE

2004-to-date: Executive Director, SAJIDA FOUNDATION.

Key Responsibilities:

- Overall management of the organization.
- Designing, planning of development programs.
- Supervision of effective and efficient implementation of programs and operations.
- Provide leadership and direction of field operations
- Develop modules and facilitate institutional development and training activities.
- Review, monitor, and evaluated community level projects.
- Write project proposals.
- Prepare and deliver presentations.
- Correspond with board members, external donors, partner organizations etc.

- 1995-2004: Director of Programs, SAJIDA Foundation
- 1993-1995: Senior Program Officer, SAJIDA FOUNDATION
- 1994 Internship at Village Education Resource Center (VERC), Savar, Dhaka, Bangladesh.
Job Assignment : Through Participatory Rapid Appraisal (PRA) methods study the impact of VERC programs in a village with five hundred families.
- 1991 Internship at Veterans Memorial Medical Centre, Quezon City, Philippines.
Job Assignment : Counseling and management of financial assistance for terminal patients at the Cancer Ward .

EDUCATIONAL BACKGROUND

- 1997-1998 Master's degree in International and Intercultural Management
School for international Training
Brattleboro, Vermont, U.S.A.

Post Graduate Diploma in NGO Leadership and management in collaboration with the Global Partnership for NGO Studies, Education And Training and BRAC Center For Development management Rajendrapur, Bangladesh .
- 1985-1993 Bachelor's degree in Social Work
College Social Work and Community Development
University of the Philippines.
- 1985-1987 Higher Secondary School Certificate
Viquarunessa Noon College, Dhaka, Bangladesh.
- 1975-85 Secondary School Certificate
Viquarunessa Noon School, Dhaka, Bangladesh

LANGUAGES

Fluent in Bengali, English, Functional Urdu and Hindi.

CONTACT INFORMATION

Telephone : (880-2) 9890513 (Off); (880-2)8857205 (Res), 880-189212310 (M)
Fax : (880-2) 9863165
E-mail : zfkabir@sajidafoundation.org; zahidafizakabir@yahoo.com