



# MOHEUDDEN AHMED

**Cadre Name & Date of Joining:** BCS (General Education) Cadre, Subject: Political Science. 27<sup>th</sup> BCS(merit position: 02), Joining 18 November 2008.

**Current Position:** Assistant Professor (Political Science), Bangladesh Madrasah Teachers' Training Institute, Gazipur.

## Professional Experience

**Finance and Procurement Wing (Under Secondary Education Sector Investment Program, an ADB Funded Program), Directorate of Secondary and Higher Education, (May 2016– January 2025)**

**Position Held:** Assistant Director (on deputation)

### Major responsibilities:

#### Budget and accounting:

1. Prepare annual revenue budget under MTBF for DSHE that includes all field level offices (1250 DDO's including head office of DSHE all Government Schools, Colleges, Teacher's Training Colleges, Higher Secondary Teacher's Training Institutes, Upazila Secondary Education Offices, District Education Offices, Zonal Education Offices.
2. Revenue budget/revised budget allocation-distribution to all field level offices in detail (economic code wise) using iBAS++ software.
3. Prepare monthly/quarterly statement of expenditures of DSHE and forecast expenditures of the next quarters.
4. Present all budget related documents along with justification to Budget Working Group (B.W.G) and Budget Management Committee (B.M.C) for approval.
5. Prepare consolidate fund receipt under DSHE and place to B.W.G. & B.M.C for approval.
6. Piloting of iBAS++ (regarding revenue budget allocation-distribution to all 1230 field level offices) has been done successfully in 2016-17.
7. Work with New Budget and Accounting Classification System (BACS).
8. Act as a focal person of DSHE revenue budget to Ministry of Education and Ministry of Finance.
9. Prepare budget and disburse for outsourcing staffs according to latest financial rules.
10. Prepare Budget Implementation Plan (BIP).
11. Place for approval of re-appropriation according to delegation of financial power as requirement.
12. Reconciliation between CAO, Education and DSHE.
13. Ensure compliance of the General Financial Rules/Treasury Rules during all financial transactions.
14. Establish an internal control mechanism and oversee of decentralized financial management.
15. Coordinate SESIP's development budget allocation to its recruited officials/staffs at DSHE.
16. EFT activities for MPO teachers & other employees.

#### Procurement:

1. Prepare Annual Procurement Plan (APP).
2. Internal procurement RFQ method as requirement.

#### Audit and Reporting:

1. Prepare audit reply of Secondary Education Sector Investment Program (SESIP) to LRAD & FAPAD.
2. Facilitate in carrying out annual fiduciary review of SESIP.
3. Prepare Interim Financial Report (IFR) of SESIP & send it to ADB.
4. Prepare report for the National Parliament, Ministry of Education, Ministry of Finance, Donor Agencies and other organizations as requirement regarding revenue budget and procurement issues under SESIP.

**Wing Administration:**

1. Working as an Assistant Director (Administration) in Finance and Procurement Wing of DSHE.
2. Reviewed the incoming documents, prepare a brief for consideration by Director.
3. Issue different office order for the officers and staffs of the wing.
4. Organize meeting/workshop with the officials of LRAD, FAPAD, ADB and different government & private offices.
5. Work as a member of Innovation team, National Integrity Strategy (NIS), Scholarship fund disbursement committee, transport maintenance committee & many other committees of DSHE.
6. Maintaining the administrative communication with different agencies of GOB.
7. Coordination with Development Partners and Government.
8. Work as a focal person of "**Strengthening Procurement and Fiduciary Management**" scheme under SEDP.
9. Ensure mobilization of support staff.
10. Conduct the communication with the field level offices of DSHE (all Government Schools, Colleges, TTC, HSTTI, USEO, DEO, DD) regarding their revenue budget demand & expenditure issues.
11. Problems solving for field level DDO's under DSHE regarding New Budget and Accounting Classification System in getting allocation through iBAS++.
12. Maintain all records/ files and statistics.
13. Coordinate officials and support staff posted at DSHE recruited by SESIP.
14. Assign task to the outsource staff and supervise their activities.
15. Scrutinize & place for approval of arrears claim from officers/ staffs including field offices according to delegation of financial power.
16. Examine TA/DA bill (domestic & overseas tour) of officers/staffs of the wing and place for approval.
17. Perform to achieve DLI of SESIP.
18. Conducting field visit and submit the report to Director General.

**Training:**

01. Organize training/orientation on financial management for the drawing and disbursing officials (DDOs) of field level offices.
02. Conduct iBAS++ training as a master trainer to different field offices.
03. Office & Financial Management Training trainer for DSHE officials

**SPSU (Sector Program Support Unit), Secondary Education Sector Investment Program (SESIP), an ADB Funded Program.  
(December 2015 – May 2016)**

**Position Held: Project Officer (on deputation)** [Original Designation: Assistant Professor of Political Science.]

**Major responsibilities:**

- Provide support to the Joint Program Director, SESIP in project implementing all aspects
- Draft letters and e-mail messages for DPs as required by the Joint Program Director;
- Reviewed the incoming documents, prepare a brief for consideration by Deputy Director (Program) as an immediate supervisor.
- Working for smooth operations of administrative functions of SPSU activities.
- Maintaining the administrative communication with co-implementing agencies of SESIP
- Coordination with Development Partner ADB and Government.
- Conducting field visit and submitted the report to JPD
- Organizing different training under SESIP
- Working for the approval of policy document prepared under SESIP

**Netrakona Government Women College, Netrakona  
(2015 – 30 November 2015)**

**Position Held: Assistant Professor in Political Science**

**Major responsibilities:**

- Responsible for conducting the classes of xi-xii (Civics and good Governance).
- Responsible for conducting the classes of Bachelor Classes (Teaching interests in Western Political Thought, Comparative Politics (UK, USA)

**Dhaka College, Dhaka  
(July 2013 – November 2015)**

**Position Held: Lecturer in Political Science**

**Major responsibilities:**

- Responsible for conducting the classes of xi-xii (Civics and good Governance).
- Responsible for conducting the classes of graduate and post graduate level (Teaching interests in Political Economy of Bangladesh, Introduction to Public Administration, Qualitative and Quantitative Approaches to the Study of Politics, Modern Political thought etc.)

**Sreenagar Government College, Munshiganj  
(November 2012 – July 2013)**

**Position Held: Lecturer in Political Science**

**Major responsibilities:**

- Responsible for conducting the classes of xi-xii (Civics and good Governance).
- Responsible for conducting the classes of Bachelor Classes (Teaching interests in Western Political Thought, Comparative Politics (UK, USA)

**Government Sarada Sunday Women's College, Faridpur  
(November 2008-November 2012)**

**Position Held: Lecturer in Political Science**

**Major responsibilities:**

- Responsible for conducting the classes of xi-xii (Civics and good Governance).
- Responsible for conducting the classes of Bachelor Classes (Teaching interests in Western Political Thought, Comparative Politics (UK, USA, Public Administration)

### **Educational Qualification**

**Masters of Social Science (Major –Political Science), University of Dhaka** 2003  
Result: Second Class  
**Bachelor of Social Science (Major –Political Science), University of Dhaka** 2002  
Result: Second Class

### **Membership of the Professional Organizations**

Lifetime Member, Dhaka University Alumni Association

### **Computer Literacy**

MS Office Application.

### **Trainings (Home and Abroad)**

1. Budget Management Specialist (BMS), Institute of Public Finance Bangladesh (IPF), Ministry of Finance, 21 Mar-16 Apr 2017
2. Training in Budgeting & Accounting System (TIBAS-27), Financial Management Academy (FIMA), Ministry of Finance, 16-27 July 2017
3. Procurement Training on Goods, Works and Services, Central Procurement Technical Unit (CPTU), IMED, Ministry of Planning, 15 April- 1 May 2018
4. Procuring Entity (PE) Training on National e-Government Procurement (e-GP) Portal as Procuring Entity (PE) user Central Procurement Technical Unit (CPTU), IMED, Ministry of Planning, 13-15 May 2017
5. Financial Management, Financial Management Academy (FIMA), 16 July 2017-27 July 2017
6. Project Management Training, Directorate of Secondary and Higher Education (DSHE), Ministry of Education, 11-14 February 2018
7. iBAS++ Master Trainer Training, Institute of Public Finance Bangladesh (IPF), Ministry of Finance, April 2018
8. E-Filing System Training, Directorate of Secondary & Higher Education (DSHE), Ministry of Education, 16-20 February 2018
9. Training on Creative question System and Curriculum Development, Directorate of Secondary & Higher Education (DSHE), Ministry of Education, 2016
10. ICT Training Program, Daegu Education Research and Information Institution, The Republic of Korea, 4-13 September 2018
11. ICT Training Program, International Centre for Development Communication Extension and Training Office (ETO), Kasetsart University (KU), Thailand, 12-17 November 2018

### **Other Skills**

- Good Interpersonal & communication skills
- Ability to lead and manage cross-functional teams as a strong team player
- Language: Bengali (native) and English (Fluent)

### **Personal Information**

Father's Name	Abu Bakar
Mother's Name	Mrs. Mariam
Date of Birth	02 January 1980
Nationality	Bangladeshi by birth
Religion	Islam
Marital Status	Married

I certify that all the information provided above are true and correct as per my knowledge. Thank you for your kind consideration.

Yours Truly,



Moheudden Ahmed