



PERSONAL PROFILE OF

MOST. SHAMIMA SULTANA, B.S. S (Hons.), M.S. S, M.A .Ed.
Bangladesh Civil Service Officer (26th B.C.S. Education)

1. Name: MOST. SHAMIMA SULTANA

2. Present Occupation: Programme Officer (On deputation)
Assistant Professor, Political Science
Bangladesh National Commission for UNESCO (BNCU)
Ministry of Education
1 Jahir Raihan Road, Polassy-Nilkhet, Dhaka-1205, Bangladesh

3. Professional Experiences:

(i) Programme Officer [On deputation], 08 October 2015 - Present
Bangladesh National Commission for UNESCO (BNCU)
Ministry of Education, 1 Jahir Raihan Road, Polassy-Nilkhet, Dhaka-1205, Bangladesh

(ii) Assistant Professor, 05 October 2015- 07 October 2015
Department of Political Science, Eden Mohila College, Dhaka, Bangladesh

(iii) Programme Officer (Admin, Scholaship and Award and Science) [On deputation], 14 September. 2009- 04 October 2015
Bangladesh National Commission for UNESCO (BNCU)
Ministry of Education, 1 Jahir Raihan Road, Polassy-Nilkhet, Dhaka-1205, Bangladesh

(iv) Lecturer, 02 April 2006- 13 September 2009
Department of Political Science, Govt. Government Womens' College, habigang, Bangladesh
E-mail:shamima.bncu@gmail.com
Tel: +880-2-8627969, 9675002 (office)
+880-1918580832 (cell)
Fax: +880-2-8613420 (office)

4. Academic Education from Matriculation/S.S.C. upto the Higher Degrees:

School/College/ University	Name of the Examination	Division /Class	Year
Towara Azizur Rahman School, Jashore, Bangladesh	Secondary School Certificate	First Division	1992
Siddheswari Girls' College, Baily Road, Dhaka, Bangladesh	Higher Secondary Certificate	First Division	1994
University of Jhangirnagar, Savar, Dhaka	B.S.S (3 years integrated Hons.)	2 nd Class 5 th position	1998
University of Jhangirnagar, Savar, Dhaka	M.S.S.	1st Class 2nd position	1999

5. Teaching Experiences:

- 1) Teaching experience in higher secondary, under-graduate and graduate level in the department of history of government colleges in Bangladesh.
- 2) Assisted newly enrolled higher secondary, under-graduate and graduate students in the department of history of government colleges in Bangladesh.
- 3) Question setter and Examiner in higher secondary and undergraduate level of the department of history, National University, Bangladesh.
- 4) Invigilation of different public/national and internal examinations.

6. Undergraduate and Graduate Lectures in Colleges:

- 1) Political Science First and Second part in higher secondary level
- 2) Political Science, Gender equity of East and South-East Asia

7. Official Main Activities:

- 1) To look after any work on natural sciences sponsored by ISESCO and UNESCO.
- 2) To implement the activities on information and communication technology under the auspices of UNESCO and ISESCO
- 3) To organize, cooperate and implement training, seminars, workshops and conferences on natural and social sciences with the support of UNESCO and ISESCO.
- 4) Activities related to Education and Literacy
- 5) Activities concerned with Bioethics.
- 6) To nominate experts and researchers on science issues sponsored by UNESCO and ISESCO.
- 7) To organize Bangladesh's participation in regional and international conference, seminar, workshop on such issues as solar electricity, water education, ICT.
- 8) To work on water education.
- 9) Prepared speech (in English) for Education Minister, Education Secretary and, others that was presented in different national/international organizational meetings.
- 10) Corresponded with UNESCO and ISESCO for different official purposes.
- 11) Reception of foreign delegates and take necessary steps for their stay in Bangladesh
- 12) Investigated different projects in Bangladesh funded by UNESCO and ISESCO.
- 13) Prepared report (in English) of different seminars and workshops organized by BNCU funded by UNESCO and ISESCO.
- 14) Carrying out any responsibility imposed by Commission Secretary.

8. National and International Trainings/Workshops/Seminars/Conferences/Language Courses:

No.	Training/Workshops/Seminar	Date
(01)	Computer Basic & EDMS Operational Training Course, BANBEIS	30 December 09' - 14 January 2010
(02)	116 Foundation Training Course for the Bangladesh Civil Service (BCS) Education Cadre Officers, NAEM,	28 February -28 April 2010
(03)	“Rural Development and Poverty Reduction” BRDTI	28 March-01 April 2010
(04)	Secretarial Direction, Administrative, Financial and Computer Based Training	06 June -26 June 2011
(05)	Computer Training Course on Computer Basic skills in using computers for official work based on Linux, BANBEIS	20 October-03 November 2011
(06)	Regional Workshop on Introducing New Trends in Science Curricula and Teaching Materials, (BNCU) Conference Hall	15 – 17 November 2011
(07)	Sub-Regional; Experts Meeting on Poverty Eradication in Developing Countries Reinforce the Capacities in Poverty Eradication Policies and Programs, (BNCU) Conference Hall	27-29 December 2011
(08)	Course on Communicative English Language Teaching, NAEM	06 February -26 February 2012
(09)	Sub-regional Workshop on Development of Cultural Tourism in the Asia and Pacific, Bangladesh National Commission for UNESCO (BNCU) Conference Hall	3-5 September 2012
(10)	Successful experiences and best practices in Literacy and Non-formal Education, (BNCU) Conference Hall	14-17 July 2013

(11)	Office Management, Financial Rules and Procedure and Library Automation and ICT, BNCU	15 September -03 November 2013
(12)	Disseminating Information on HIV/AIDS amongst the Youths in Bangladesh, (BNCU) Conference Hall	18 September 2013
(13)	Sub-Regional Workshop on Capacity Building of NFE Managers for Effective Use of ICTs in Literacy and Skills Training, Ahsania Mission Conference hall	08-12 March 2014
(14)	Training Course on e-Governance Project Management, BANBEIS	18 May-02 June 2014
(16)	National Training Workshop on the Role of Culture in Promoting Peace and Solidarity, BNCU Conference Hall	17-19 June 2014
(17)	Leadership and Strategic Planning, NAPD	26-30 October 2014
(18)	National Workshop to Educate Women Leaders in the Field of Animal Production Projects and Agriculture, BNCU Conference Hall	29-31 December 2014
(19)	Scouting related Orientation Course	26 August 2017
(20)	“Innovation in Public Service’ Workshop”	13-17 January 2019
(21)	Training Session for Staff of National Commissions and Focal points in ISESCO English-Speaking member states, Iran	28 June-01 July, 2010,
(22)	UNESCO/Republic of Korea Co-sponsored Fellowships Programme-2012, Seoul, South Korea	17 May to 16 July 2012
(23)	Training Workshop on Developing Talents of Women in Science, Technology and Innovation, Kuala Lumpur Malaysia	3-6 August 2015
(24)	Sub-regional workshop on the SAARC Framework for Action for Education 2030, Nepal	30-31 March 2016
(25)	Training Workshop for Officials of National Commissions for UNESCO in Asia and the Pacific, Bangkok, Thailand	20 – 23 June 2017
(26)	Regional Capacity Development Workshop on Preservation of Documentary Heritage for Disaster Risk Reduction and Management, Bhutan	28 – 30 November 2018

9. Language Courses:

Course Name	Duration	Institute
French Elementary Course	3 Months (60 hours)	Institute of Modern Language, University of Dhaka, Bangladesh
National Training Workshop on Arabic Language for BNCU Officials	3 Months (60 hours)	Organized by BNCU, Funded by ISESCO

10. Project Contributor:

SL	Title of the Project	Organizer
1	Safeguarding 'Jamdani' – the Intangible Cultural Heritage from Bangladesh and Promoting Creative Economy	Implemented by Bangladesh National Commission for UNESCO in cooperation with Korean National Commission for UNESCO

11. Countries Visit:

Malaysia, South Korea, Bhutan, Thailand, Nepal, Tehran

12. Computer Literacy:

Excellent in Microsoft Office, Excel, Power Point, Internet Browsing, E-mail correspondence etc

13. Membership:

- i) Life Member, Jahangirnagar University Alumni Association (JUAA)
- ii) Life Member, Pritilata Hall Alumni Association, Jahangirnagar University Bangladesh
- iii) Member, UNESCO Club Association, Bangladesh

14. Award/Scholarships:

- 1) Bangladesh Civil Service (B.C.S.) Cadre (One of the prestigious job in Bangladesh)
- 2) Scholarship for Master's result.
- 3) Scholarship for Jahangirnagar Admission result.
- 4) Thanks Letter from Secretary of Secondary & Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka-1000 for successful completion of E-9 Ministerial Meeting.

15. Personal Attribute:

Immediately after passed my M. S. S. degree, I entered into a teaching position of the Govt. College (Lecturer, Dept. of Political Science) through a very competitive examination of Bangladesh Civil Service (B.C.S.). Now I am the Assistant Professor of Political Science. I am working on deputation at BNCU, Ministry of Education, Bangladesh. As a concern officer at BNCU my present work is very much related to Education, History and Culture. Moreover, UNESCO and ISESCO is emphasizing on Education and Literacy, Culture, Science etc.

16. Father's Name : Abdur Razzaque
 17. Mother's Name : Mrs. Monowara Begum
 18. Husband's Name : Mohammad Shahed Miah
 19. Husband's Position : Additional Deputy Police Commissioner
 Dhaka Metropolitan, Gulshan Division, Dhaka, Bangladesh
 Mob: 01921497523
 Email: shahed277@gmail.com

20. Date of Birth : 20 December, 1977

21. Place of Birth : Jashore

22. Permanent Address : C/O: Mohammad Abul Ahad Shah
 Vill: Ganguil P.O: Auliabad, P.S: Madhabpur Dist: Habigon

23. Present address : D-18, E-3, Hemontika, Eskaton Garden Officers Quarters, Dhaka-1000

24. Nationality : Bangladeshi (By birth)

25. Religion : Islam (Sunni)

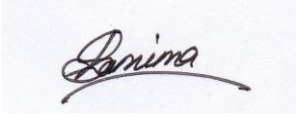
26. Marital Status : Married, 01 Son

27. References:

1) Professor Dr. Kashem
Department of Government & Politics
University of Jhangirnagar , Savar, Dhaka.

2) Mr. Md. Monjur Hossain
Deputy Secretary General of BNCU
and Additional Secretary
Ministry of Education, Bangladesh
Tel: +88-01711378329
Email: monjur_1967@yahoo.com

Signature:

A handwritten signature in black ink on a light blue background. The signature is cursive and appears to read 'Shamima'.

(Most. Shamima Sultana)

Date: 26/05/2019