

BIO- DATA OF **Mst. Fatema Begum**



Mst. Fatema Begum

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E-mail ID: fatamabegumnp@gmail.com

PERSONAL PROFILE

Name : **Mst. Fatama Begum**

Father's Name : Md. Abu Siddique

Mother's Name : Most. Saleha Begum.

Present Address : B-14, E-02 , AGB Colony, MotiJheel, Dhaka.

Permanent Address: : Village: Perola. P.O.-Moulovi Hat,
Upzilla-Patiya., Dist- Ctg., Bangladesh.

Date of Birth : 21 December, 1977.

National ID No : **2834159960**

Religion : Islam.

Nationality : Bangladeshi (By Birth).

Marital Status : Married.

Sex : Female.

ACADEMIC QUALIFICATION:

Mester of Social Science in Political Science

National University, Bangladesh

Bachelor of Social Science

National University, Bangladesh

Higher Secondary Certificate:

Science Group, Chittagong Board

Secondary School Certificate:

Science Group, Chittagong Board

PRESENT JOB & RESPONSIBILITIES

PRESENT POSITION : Senior Research Office (SRO)
Specialist of Quality Control, KAIZEN,
Supply chain Management (SCM)
&
Asian Productivity Organization (APO) Multi-
country Activities

NAME OF ORGANIZATION : National Productivity Organisation (NPO),
Ministry of Industries(1st floor)
91, Motijheel Commercial Area,
Dhaka-1000, Bangladesh.
URL: <http://www.npo.gov.bd>
F.B. : mst.fatamabegum@yahoo.com

Research Activities:

A Study on “Opportunities and Challenges for Post Covid-19 in Selected Manufacturing Sectors of Bangladesh

Duration: December, 2023

Ministry of Industries Bangladesh Institute of Management (BIM) & National Productivity Organization (NPO)

MAJOR JOB RESPONSIBILITIES

- ◇ Organizing Productivity Improvement Training Programs,
- ◇ Organize Productivity Improvement Seminar & Workshop,
- ◇ Organize training course on productivity at Sector level & enterprise level;
- ◇ Conduct regular and special training courses on productivity for management personnel and trade union officials.
- ◇ Provide consultancy services for Productivity & Quality improvement of industry and firm level and
- ◇ Conducting Research Studies/Survey on different aspects of productivity at enterprise, sector and national level.
- ◇ Encouraging and assisting enterprises to setup productivity development cells.
- ◇ Acts as focal point of APO National Award.

ATTENDED TRAINING COURSES

a) Local Training

Sl. No.	Course	Organisation	Year
01.	Foundation Training Course for the officers of National Productivity Organization	Bangladesh Academy for Rural Development	04-15 February 2024
02	Workshop on Innovation Project Resign	Krishibid Institution Bangladesh, Khamarbari sarak, Dhaka.	23-25 October 2018
03	Training Course on Research Methodology	Bangladesh Institute of Management(BIM)	13 August Dhaka, 2017
04	The Tools and Techniques to Measure Productivity Level of Sector and National Level	Dhaka	22 July-02 August,2018
05	Refresher Training Course for National Productivity Organization	Bangladesh Institute of Management(BIM) Foundation Cox's Bazar	03 March,2018
06.	Training Course on Research Methodology	Bangladesh Institute of Management(BIM)	13 August,2018.
07	Workshop on Innovation in public Services.	a2i Programme, BIAM Foundation, Iskaton, Dhaka.	04-08 February,2018
08.	Training Workshop on Development of Modern Technology Business Model Appropriate for Bangladesh.	IAT, BUET, DHAKA	21-22 March, 2017
09.	Workshop on “Implementation of National Integrity Strategy, Improved Citizen Services and Good Governance”	National Academy of Planning and Development NAPD, Neelkhet, Dhaka.	19 May, 2016
10	Training Course on Research Methodology	NSDC Secretarial Dhaka.	2-6, May 2016
11	Training Workshop on Development of Competitive Business plan with Modern Technologies in Light Engineering Sector .	IAT, BUET, Dhaka.	06-09 March, 2016
12.	Workshop on Experience of Implementing the PPP Program in Bangladesh	Ministry of Industries Motijheel, Dhaka.	24, February 2016
13	Institutional Strengthening of NPO through the Development of Productivity Practitioners	APO & NPO, Dhaka, Bangladesh.	16-28 Agust 2015
14	Workshop on Social Marketing and Networking for national Productivity Organization(NPO)	APO, Japan & NPO, Bangladesh.	May12-15 2015

15	E-learning Course on Knowledge Management, Bangladesh	APO, Japan & NPO, Bangladesh.	March 02-05 2010
16	In country training program for Productivity & Quality Practitioners: DON Implementation for Bangladesh.	APO, Japan & NPO, Bangladesh.	June 19 –Jul 01 2010
17	In country training program for Productivity & Quality Practitioners, Bangladesh.	APO, Japan & NPO Bangladesh.	Oct 24 - Nov 05 2009
18	Training Course on the Social Accountability Management System: SA 8000	NPO, Dhaka, Bangladesh.	14-16 October, 2008

b) Foreign Training

Sl. No.	Course	Country	Year
01.	Conference on Organic Agriculture for Biodiversity and Sustainable Development,	National Productivity Secretariat, Sri Lanka APO Secretariat	9–10 December 2024
02	Workshop on Productivity Enhancement for Women Entrepreneurs	Singapore	4-17 August 2023
03	Conference on Women's Leadership in Public-sector Organizations for Productivity Enhancement	Indonesia	27–28 September 2023
04.	Workshop on Supporting Youth in Entrepreneurship	Korea	7–10 November 2023
05	Workshop on Sustainable Productivity	Japan	16-20 Dec 2019
06	Productivity and Innovation Management Program	Singapore	11-22 Nov 2019
07	Training of the Trainers on Benchmarking to Enhance Organizational Excellence In the Service Sector,	Fiji.	10-14 Dec 2018
08	International Environmental and Economic Forum: Action for the future and Moving toward a Virtuous circle for Sustainable Development.	Vietnam	11-13 May 2017
09	Training Course on Management Consultancy with special Focus on Green Productivity.	Fiji	27 Jul-05 Aug 2015
10	Training Course on Development of Productivity Practitioners:Advanced Program (DPP: Advanced)Malayasia.	Malaysia	01- 19 October 2012
11.	Training Course on Development of Productivity Specialists:Basic Program, Philippines	Philippines	06-31October 2008

PREVIOUS EMPLOYMENT /JOB EXPERIENCE:

I have worked as a Assistant Teacher of Govt. Primary School.

FIELD OF INTERESTS :

Provide Consultancy service for Productivity & Quality improvement through Quality Control Tools in large scale & SME of Bangladesh.

COMPUTER LITERACY :

Operating System : Windows 2000, Windows -XP, Windows -Vista

Application : MS Office, Excel, Power Point. Page Maker, Photoshop, Jumla etc.

LANGUAGE KNOWN :

- ☆ English (Both writing and speaking),
- ☆ Bengali (Both writing and speaking),

DECLARATION

I hereby declare that all the above furnished information is correct to the best of my knowledge and established records.

Dhaka.

Date : 12/12/2024

Fatema Begum

(Mst. Fatema Begum)