MD. MONIRUZZAMAN

MIS & DATA MANAGEMENT | M&E | PROJECT MONITORING

Mollickbari, Bhaluka, Mymensingh, Bangladesh

mispidimsmart@gmail.com | monir.stkbd@gmail.com

linkedin.com/in/md-moniruzzaman-357285107/

PROFESSIONAL SUMMARY

Development professional with 11+ years of experience in NGO operations, project implementation, Monitoring and Evaluation (M&E), MIS, data management, reporting, administration and documentation. Experienced in field-level project monitoring, project performance and indicator tracking, data collection, verification, quality control, beneficiary database management, and monthly and quarterly reporting. Has supervised a 10-member multidisciplinary cluster team and worked in World Bank-funded development projects at Social Development Foundation (SDF). Currently engaged in MIS reporting and documentation for the SMART Project at PIDIM Foundation.

CORE COMPETENCIES

M&E and Project Monitoring | Results/Indicator Tracking | MIS Operations and Reporting | Data Collection, Validation and Quality Control | Beneficiary/Member Database Management | Data Analysis | Monthly and Quarterly Progress Reporting | Value Chain Development Monitoring | Team Leadership and Staff Supervision | Project Planning and Implementation | Stakeholder Coordination | Documentation and Knowledge Management

PROFESSIONAL EXPERIENCE

MIS & Documentation Officer | PIDIM Foundation, Pallabi, Mirpur, Dhaka

15 July 2025 – Present | SMART Project

- Support completion of baseline studies and final evaluations at sub-project level, and monitor implementation of project activities through regular field visits.
- Conduct field-level and real-time data collection while maintaining data collection standards, guidelines and protocols.
- Support Resource Efficient and Cleaner Production (RECP) screening, profiling and completion of MIS reporting templates.
- Verify, enter, clean and cross-check monitoring data against supporting records and participant information; maintain data accuracy and integrity.
- Maintain organized project records and databases, and support monthly, quarterly and annual project progress reporting.
- Support project documentation, data archiving, knowledge capture and coordination with PKSF and field teams on monitoring, evaluation, reporting and documentation.

Cluster Officer | Social Development Foundation (SDF), Paglakanai Cluster, Jhenaidah

21 November 2021 – 30 June 2025 | World Bank-funded development project

- Led and supervised a multidisciplinary team of 10 staff members at cluster level and remained responsible for overall cluster performance and effective implementation of project activities.
- Monitored and supervised field-level project activities, including Value Chain Development activities, and assessed implementation progress against project objectives and plans.
- Conducted regular field visits to monitor performance, identify implementation challenges and support timely follow-up.
- Prepared and coordinated quarterly and annual implementation plans with cluster teams and beneficiaries; monitored progress against planned activities and project indicators.

– Managed and monitored MIS-related activities, including data entry into the Loan Management System (LMS) and MIS, beneficiary information management and reporting.
– Verified monitoring information and supported data quality, accuracy and consistency for project reporting and management decisions.
– Coordinated and supported training and capacity-building for cluster staff and beneficiaries on project themes, operational guidelines and Community Operations Manual (COM).
– Facilitated formation and functioning of community institutions, including Gram Parishad, Gram Samiti, Village Credit Organizations, Health and Nutrition Support Committees and Social Audit Committees.
– Coordinated with district and regional teams, beneficiaries, government officials and other stakeholders; facilitated planned visits by World Bank, Government of Bangladesh and SDF officials.
– Supported beneficiary access to project funds, including Institutional Development Fund (IDF), Revolving Fund (RF) and Construction Works Fund (CWF), as applicable.

Data Entry Operator | Social Development Foundation (SDF), Dhaka

26 July 2018 – 30 June 2021

– Conducted regular field visits, validated MIS data and entered verified information into the MIS system.
– Supported Cluster Officers in generating reports based on project and management requirements.
– Compiled and formatted official documents and reports, maintaining registers and organized records.
– Supported MIS reporting, data accuracy and cluster-level information technology activities.
– Provided operational support for office computer equipment and communication tools, including scanner, CPU, modem, UPS, monitor, email, internet and LAN.

Data Entry Operator | Election Commission Bangladesh, Satkhira

20 August 2017 – 28 June 2018

– Entered and updated voter information in the designated software at office level.
– Processed voter photographs, signatures and fingerprints and checked data entry accuracy.
– Updated voter information at union-level offices across the upazila.

Accountant | EADA, Nalta, Kaligonj, Satkhira

15 June 2015 – 29 June 2017

– Prepared bills, vouchers and invoices; maintained and updated accounting books and financial records.
– Prepared monthly, quarterly, half-yearly and annual accounts and bank reconciliation statements.
– Maintained banking transactions, fixed asset registers and supporting financial documentation.
– Entered and consolidated branch-level data using prescribed templates.

EDUCATION

Master of Science (MSc) — Computer Science & Engineering

Islamic University, Bangladesh | Appeared, 2025

Master of Social Science (MSS) — Economics

Satkhira Government College | CGPA 3.06 / 4.00, 2016

Bachelor of Social Science (BSS) — Economics

Satkhira City College | CGPA 2.95 / 4.00, 2014

Higher Secondary Certificate (HSC) — Humanities

Kazi Alauddin College | GPA 4.20 / 5.00, 2010

Secondary School Certificate (SSC) — Humanities

Nalta Secondary School | GPA 3.63 / 5.00, 2008

TRAINING & PROFESSIONAL DEVELOPMENT

– Project Photo Documentation and Visual Storytelling — PKSF, 2026 (3 days)

– Foundation Training: MIS and RECP Implementation — PKSF, 2025 (3 days)

– ToT on Business Plan — Social Development Foundation, 2025 (2 days)

– ToT on Community Facilitation — Social Development Foundation, 2024 (5 days)

– Digital Skills — EMK Center, 2021 (2 days)

– Communication and Facilitation — Social Development Foundation, 2020 (3 days)

– Diploma in Computer Science & ICT — Daffodil Information Technology Foundation, 2020 (2 years)

– Human Resource Management — Social Development Foundation, 2019 (1 day)

– Management Information System (MIS) — Social Development Foundation, 2018 (3 days and 2 days)

TECHNICAL SKILLS

Microsoft Excel (Advanced) | Power Query | KoboToolbox | ODK | Google Workspace | Microsoft Office | MIS and LMS Operations | Data Entry and Validation | Data Analysis and Reporting | Documentation | Inventory and Fixed Asset Management | Procurement Support

SELECTED ENGINEERING & SOFTWARE PROJECTS

PIDIM ProTrack

Primary Developer / System Architect (AI-assisted)

A cloud-native project monitoring and achievement tracking platform for field activities, daily task reporting, monthly planning, project targets, managerial review and organizational performance monitoring.

https://www.pidimprotrack.pro.bd

PIDIM SMART RECP MANAGEMENT SYSTEM

Product Owner & Solution Architect (AI-assisted)

An enterprise-grade paperless platform that manages environmental technology grants for micro-enterprises under the PIDIM Foundation SMART RECP initiative.

https://www.pidimsmartrecp.xyz

FarmEye

System Architect, Hardware Engineer & Founder — Nexiot Labs / FarmEye (AI-assisted)

An end-to-end poultry farm platform combining ESP32 industrial controllers, autonomous edge automation, cloud telemetry and precision Broiler and Layer management.

https://farmeye.pro.bd/

Software development is AI-assisted under my direction.

LANGUAGES

Bengali: Reading – High; Writing – High; Speaking – High

English: Reading – High; Writing – High; Speaking – Medium

REFERENCES

Available on request.