

Profile of Shankar Shikdar

Date of Birth: 1 August 1970

1. Address

Present Address	Permanent Address
Flat # B/1406, Kopotakkho Bhaban, RUAP, Sector 18, Uttara, Dhaka 1230 Mobile: 01725377580, 01558001635 Email: wsainformation@gmail.com	Village: Chunati, P.O. Chunati P/s. Lohagara, District: Chittagong Mobile: 01725377580, 01558001635 Email: wsainformation@gmail.com



2. **Core competencies:** Teaching, Training, administration, and management

3. Employment History

Sl	Position & organization	Job Accomplishment	Period
3.1	Executive Director at William Shakespeare Academy, Dhaka	General management and administration including: <ul style="list-style-type: none"> • Teaching, training, translation; • Research writing; • Editing, formatting, etc. 	May 2, 2015 to Present
3.2	Director – Administration at Bangladesh Legal Aid and Services Trust-BLAST	Supervised human rights and legal aid services projects funded by USAID, UKAID, DIAKONIA, UNDP, etc. including: <ul style="list-style-type: none"> • Developed administrative manual, HR policies, safety & security policy • Developed BLAST code of conduct, Information security policy, Safeguarding policies, etc. • Overseen and manage projects in 17 branch offices all over the country. 	August 3, 2014 to April 30, 2015
3.3	Director – Admin & International Affairs at Christian Services Society-CSS	Key channel of administration and international relations. In addition in includes: <ul style="list-style-type: none"> • Managed and liaise international donor for projects eg: Economic Development Project, Hope Technical School, Small and Medium Enterprise Development etc. • Design concept note and proposal for a number of projects: e.g.: Ava Conference Center, Water project etc. • Meet reporting dead line, support development team and local government liaison, etc. • Lead & managed community development projects 	Sept. 2005 to Jul. 2014
3.4	Executive Secretary at Bangladesh Football Federation – BFF	Manage national and international communication and general office administration including: <ul style="list-style-type: none"> • Execute and manage national and international events e.g.: SAFF Football, Nitol-Tata Football League, AFC Cup, etc. • Regular contact to AFC and FIFA, Deals with ITC, provide support services for different courses conducted by BFF, AFC and FIFA • Drafting letter, taking meeting minutes, follow-up decisions, arrange press conference, circulate press release, meetings, seminar, and workshop with national and international officials etc. • Visa process for football team, Flight scheduling and hotel management for national international delegates, communicate to high commission and embassies, etc. • Communicate to ministry of youth and sports, NSC, foreign ministry, embassies, and airport and immigration, passport office 	March 2001 to Sept. 2005

		etc.	
3.5	Lecturer in English at METISS, Halishahar, Chittagong	General management and administration including: <ul style="list-style-type: none"> • Teaching students • Dealings parents • Training teacher and staffs and other related duties 	August 1998 to February 2001

4. Education

Sl	Degree/ Certificate & Grade obtained	Institution	Year
4.1	Doctor of Intercultural Studies (DIS)	Fuller Theological Seminary, USA	Enrolled for 2021
4.2	Masters of Intercultural Studies (MIS)	Malaysia Baptist Theological Seminary (MBTS)	To be completed in June 2021
4.3	MSS in Clinical Social Work (MSW) (CGPA 3.68 & secured 5 th Position)	Institute of Social Welfare and Research (ISWR), Dhaka University	2019
4.4	Master of Arts - MA in English Literature (2 nd class)	Department of English, Chittagong University	1998
4.5	Bachelor of Arts – BA (Humanities), 2 nd Class	Chittagong University	1992
4.6	Higher Secondary School Certificate – HSC (Science) – 2 nd Division	Comilla Board	1988
4.7	Secondary School Certificate – SSC (Science) – 1 st Division	Comilla Board	1986

5. Professional Certificate and Training on Management

- 5.1 Business Management Training at Dhaka Chambers of Commerce and Industries 2006
- 5.2 PGDHRM (EDUPRO, UK), Academy of Business Professional (ABP) – final exam due
- 5.3 Advanced Certificate in Business Administration (ACBA) 2012-2013
IBA, Dhaka University and AMDISA, Hyderabad University
- 5.4 Chartered Secretary CS-2324 (Level I), Institute of Chartered Secretaries of Bangladesh
- 5.5 Accounting & Finance for Managerial Decisions, IBA, Dhaka University, March 2013
- 5.6 Marketing in a Changing Environment, IBA, Dhaka University, August 2012
- 5.7 Human Resources & Employee Relations, IBA, Dhaka University, October 2012
- 5.8 Strategic Planning and Innovation Management, IBA, Dhaka University, Nov. 2012
- 5.9 Training on Academic writing: structuring article, Plagiarism, analytical & critical writing, Citation (parenthetical, referencing etc), Book review, footnotes, bibliography, etc.

6. Attended Training & Seminar Abroad

- 6.1 13th Triennial Convention of AMA: 9- 13 Nov. 2019, Chiang Mai, Thailand
- 6.2 3rd Tentmakers International Training: 26-27 Jan. 2017, Hyderabad, India
- 6.3 7th DMI Conference, Norway: 12-16 June 2017, Stavern, Norway
- 6.4 Attended Education Conference: 9 - 12 June 2016, Johannesburg, South Africa
- 6.5 12th Triennial Convention of AMA: 18 - 22 April 2016 Manila, Philippines
- 6.6 Leadership Development: October 14-16 2015 West Bengal, India
- 6.7 Event Management Meeting at Star Shine Academy: 11-12 June 2015 Howrah, India
- 6.8 Event Management Meeting at Talent City: 13 – 14 June 2015 Lillua, India
- 6.9 Training Communication Development: Sept. 4 - 24, 2011 Negombo, Srilanka
- 6.10 Training for Executive Secretaries at Asian Football Confederation (AFC): 2001 Malaysia
- 6.11 6th Asian Advanced Leadership Seminar at Haggai Institute: 1999 Nepal

7. **Language:** English: Fluent (listening, speaking, reading & writing)
Bangla (Bengali): Native speaker

- 8. Computer:** MS Office (Word, Excel, PowerPoint) Outlook, and web browsing, etc.
- 9. Extracurricular Activities:** Volunteering for human development program – Gender based violence, Training, and Education etc. (Helping church & community development worker).
- 10. Hobbies:** Writing & editing articles, conduct training (bdjobs.com), and attend training & seminar at home and abroad.
- 11. References**
- 11.1 Dr. Mahbuba Sultana** (My university teacher and research supervisor)
Professor at the Institute of Social Welfare and Research (ISWR), University of Dhaka
Email: mahbubaiswr@gmail.com
- 11.2 Timothy Kiho Park Ph.D.**
Senior Professor of Asian Mission
School of Intercultural Studies, Fuller Theological Seminary
Email: timothykpark@gmail.com
Email (office): timpark@fuller.edu
- 11.3 Dr. Will Brooks**
Professor of Intercultural Studies
Malaysia Baptist Theological Seminary
Email: drhuang869@gmail.com



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