

Md. Zuwel Parves House No: 549, Road No: 10, Baitul Aman Housing Society. Adabar, Mohammadpur, Dhaka-1207.  Mobile No 1: +8801737278906  Mobile No 2: +8801927516946  E-mail : zuwel.parves906@gmail.com  facebook.com/engr.md.zuwelparves/  Linkdln: linkedin.com/in/zuwelparves/				
				
Date Of Birth:	15.12.1994			
National ID No	1001341781			
Nationality:	Bangladeshi			
Membership In Professional Societies	• Certified Master Trainer and Assessor on CBT&A Methodology Level-5 form Bangladesh Technical Education Board (BTEB) • Certified Trainer and Assessor on CBT&A Methodology Level-4 form Bangladesh Technical Education Board (BTEB) • Certified Trainer and Assessor on CBT&A Methodology Level-4 form National Skills Development Authority (NSDA) • Master Trainer on Life Skills from Palli Karma-Sahayak Foundation (PKSF) • Master Trainer on Business Management & Entrepreneurship Development (BMED) from Palli Karma-Sahayak Foundation (PKSF) • Master Trainer on Risk Management & Business Continuity (RMBC) & Entrepreneurship Development (BMED) from Palli Karma-Sahayak Foundation (PKSF)			
EDUCATION	• Master's in Development Strategy From Islamic University, Kushtia in 2026 with CGPA 3.40 out of 4. • B.sc in Computer Science and Engineering (CSE) From First Capital University of Bangladesh (FCUB) in 2021 with CGPA- 3.26 out of 4. • Diploma in Computer Engineering with CGPA 3.13 out of 4 in 2014. • Secondary School Certificate in Science with GPA 3.13 out of 5 in 2009.			
OTHER TRAINING	• Master Trainer on CBT&A Methodology Level 5, Technical Teachers Training College, 52 Days. • Participating International Webner on Teachers to Educational Leaders, Colombo Plan Staff Collage. • Participating International Webner on Workforce Development Through Credible CBT Assessment, Colombo Plan Staff Collage. • Participating International Webner on Teachers to Educational Leaders, Colombo Plan Staff Collage. • Training of Trainer on Gender & Diversity, Swisscontact (B-SkillFULL Project), 3 Days. • Training of Trainer on LRDW, Communication And CPC, Swisscontact (B-SkillFULL Project), 7 Days. • Training of Trainer on Management Information System (MIS), Swisscontact (B-SkillFULL Project), 7 Days. • Training of Trainer on Blended Teaching, New Trends in Technical Education in the OIC Member Countries, Islamic University of Technology, 7 Days.			
LANGUAGES & DEGREE OF PROFICIENCY	Language	Speaking	Reading	Writing
	English	Fluent	Excellent	Excellent
	Bangla	Excellent	Excellent	Excellent

COUNTRIES OF WORK EXPERIENCE		Bangladesh	
EMPLOYMENT RECORD			
Employer 1: - National Skills Development Authority (NSDA) Designation: Assessment Expert Major Achievements: - Developed and facilitated the approval of 35+ Competency-Standard (CS) and Course Accredited Documents (CAD) across multiple industry sectors. - Developed and facilitated the approval of 35+ Competency-Based Curriculum (CBC) across multiple industry sectors. - Developed and facilitated the approval of 95+ Competency-Based Assessment Tools across multiple industry sectors. - Reviewed, verified, validated, and improved existing Assessment Tools to ensure compliance with NSDA requirements. - Strengthened the quality and standardization of assessment systems within the national TVET framework. - Successfully coordinated with Industry Skills Councils (ISCs), Industry Associations (IAs), SCDC, SCVC, and other stakeholders throughout the assessment development process. - Established effective collaboration mechanisms between industry representatives and NSDA to accelerate approval and implementation processes. - Facilitated stakeholder consultations and validation workshops to ensure industry relevance and acceptance. - Contributed to the development and implementation of quality assurance measures for competency-based assessments. - Integrated labor market demands and 4IR competencies into assessment methodologies and tools. - Ensured alignment of assessment practices with national and international TVET standards and best practices. - Developed comprehensive assessment tool status reports, monitoring systems, and progress-tracking mechanisms. - Prepared and submitted monthly, quarterly, and final technical reports within project timelines. - Supported project implementation through effective planning, monitoring, and reporting activities. - Provided technical expertise in assessment tool development workshops, validation sessions, and stakeholder capacity-building programs. - Developed assessment guidelines and instructional materials to improve assessment quality and consistency. - Enhanced the competency-based assessment ecosystem through technical advisory and capacity development support.		FROM: 16 th April 2026	TO: Till Date
Employer 2: - Swisscontact – Bangladesh Designation: Consultant/Assessor Major Achievements: - Assisted/developed Assessment Tools for different occupation and ICT sector. - Conducted Assessments in the CBT&A System for individuals who completed training through BYETS Training implements partner Digital Marketing and Graphic Design occupation and ICT sector.		FROM: 7 th November 2024	TO: 30 st April 2025
Employer: 3- SIMEC System, ECF & SIMEC Institute JV Designation: Lead Consultant Strengthening National Skills Development Authority (SNSDA) Project under		FROM: 15 st January	TO: 31 st October

National Skills Development Authority (NSDA) Major Achievements: • Reviewed the provided list from NSDA for CBLM Development • Select writers and editors' occupation wise. • Organized CBLM Development workshops all writers and editors. • Teaching CBLM writers and editors to use desktop programs such as Microsoft Office and other software. • Assisted/developed and reviewed Competency Standard for different occupation and different sector. • Assisted/developed and reviewed Competency Based Curriculum for different occupation and different sector. • Developed, reviewed and Coordinated 114 Competency Based Learning Materials (CBLMs) for different 19 occupation and different 9 sector. • Set adequate number of CBLM writers and editors to meet the deadline of the task. • Prepare draft CBLM and share with NSDA for review • Prepare final CBLM and submit to NSDA	2024	2024
Employer: 4- Muslim Aid-UK Bangladesh Country Office. Designation: Technical Expert-TVET Major Achievements: • Task Analysis and Needs Assessment: Conduct a thorough task analysis to determine required skills and competencies for different occupation and different sector. Utilizing industry insights and collaboration with a Technical Expert. • Development of Competency Standard (CS): Prepare Competency Standard (CS) and on for different occupation and different sector and make it considerable for approval and validation by BTEB. • Validation and review Workshop for Competency Standard (CS): To review and validated the prepared CS must arrange a workshop with a validation team including experts for approval from BTEB. • Development of Course Accreditation Documents (CAD): CAD will be developed with reference to CS. • Development of Competency Based Curriculum: Prepare Competency Based Curriculum (CBC) based on developed CS. • CS Validation and Accreditation: Work closely with BTEB to gain approval and accreditation of the curriculum. • Validation and review Workshop for Competency Based Curriculum: To review and validated the prepared CBC must arrange a workshop with a validation team including experts for approval from BTEB. • Development of Competency Based Learning Materials CBLM: Prepare Competency-Based Learning Materials (CBLMs) in Bengali, incorporating insights from the task analysis to ensure content relevance. • Project Reporting: Prepare regular progress reports and a final summary report.	FROM: 11 th December r 2022	TO: 30 th December 2023
Employer: 5 – Jagaroni Chakra Foundation Designation: Technical Officer (TVET Training) Major Achievements: • Developed Comprehensive Training Modules: Created competency-based training modules, curricula, and learning materials aligned with national and international standards. • Implemented CBT&A Programs: Successfully rolled out competency-based training and assessment (CBT&A) for various sectors, enhancing skill development across multiple industries. • Capacity Building: Trained and assessed trainers and assessors, ensuring adherence to TVET quality standards and improved instructional capabilities.	FROM: 1 st January 2021	TO: 31 st November 2022

• Project Contributions: Played a key role in national and international TVET projects under BTEB, NSDA, SEIP, UNICEF, and World Bank, achieving project objectives efficiently. • Quality Assurance: Developed competency standards, assessment tools, and evaluation mechanisms, strengthening the quality of TVET delivery. • Industry Collaboration: Fostered partnerships with industries for curriculum development, internships, and job placements, aligning training with market needs. • Tech-Enabled Training: Introduced ICT-based solutions to improve TVET systems, including e-learning platforms and digital resources.		
Employer: 6 – HTN Institute of Science & Technology Designation: Training Coordinator Major Achievements: • Developed competency-based training (CBT) materials. • Prepared training Course Curriculum Guide, instructional material, in different formal & informal sector. • Plan organized & facilitated different need-based event and Prepare Quantitative/qualitative training and progress report. • Conducted Training on Trainer Pedagogy	FROM: 1 st November 2017	TO: 31 st December 2020
Employer: 7 – Help the Needy Charitable Trust Designation: IT Officer Major Achievements: • Developed competency-based training (CBT) materials. • Prepared training Course Curriculum Guide, instructional material, in different formal & informal sector. • Plan organized & facilitated different need-based event and Prepare Quantitative/qualitative training and progress report. • Conducted Training on Trainer Pedagogy	FROM: 14 May 2014	TO: 31 st October 2017
Employer: 8 – Imperial Institute of Technology (IIT) Designation: Senior Instructor (Computer) Major Achievements: • Developed Competency Based Learning Resource for IT Support. • Trainee's Handbook (b) Trainers Manual comprising (i) Session plans (ii) Assessment Module & Tools (iii) Trainer notes & Training Aids.	FROM: 1 st June 2013	TO: 30 th April 2014
Work Undertaken That Best Illustrates the Capability to Handle This Assignment	• I have 13.1 (Eleven years five month) experience of working in the field of TVET & Skills Development of Expertise includes in Competency Based Training and Assessment (CBT&A) Methodology, Competency Standards (CS), Course Accreditation Document (CAD), Competency Based Curriculum (CBC), Competency Based Learning Materials (CBLMs) and Assessment Tools (AT) for different organizations like NSDA, BTEB, RMG and Textile ISC, Light Engineering ISC, Swisscontact, Muslim Aid, UNICEF (Please refer the list provided in details in my resume) • I have developed and coordinated more than 114 Competency-Based Learning Materials (CBLMs) for different Sectors in different occupations National Skills Development Authority (NSDA) under SNDA Project 9B Package. • I have developed and coordinated more than 35+ Competency standard (CS) for different Sectors in different occupations for NSDA, BTEB, BYETS Project, UNICEF, UNHCR, ILO, UCEF, Muslim Aid, BRAC etc. • I have conducted and assisted as a TVET Expert Development Workshop in 3 Competency standard (CS) (Parcel Delivery Services, Food Service Attendance, Sanitation Option Caretaker) for RESCUE Project Approved by BTEB	

	• I have developed 16 Competency Based Learning Materials (CBLMs) in different occupation like (Android App Development, IT Support Service, Entrepreneurship Development, CBT&A level-5) in NSDA. • As a process expert, I have developed more than 95+ Assessment Tools for different Sectors and occupations under BTEB, NSDA, SEIP, BYETS Project, UNICEF, UNHCR, ILO, UCEF, BMET etc. • Conducted 62 Assessment 4 Occupation in ICT Sector and CBT&A Methodology Level 4 Trainer and Assessor under NSDA • Conducted 100+ Assessment 2 Occupation in ICT Sector and CBT&A Methodology Level 4 Trainer and Assessor under BTEB • I have attended the Competency Based Curriculum (CBC) development Workshop for Graphic Design for freelancing and under NSDA • I have attended number of professional training programs on CBT&A, Pedagogy, Learning Materials Development, and related matters. • Developed 6 Module on “Risks Management and Business Continuity, Entrepreneurship Development, Business Management, Life Skills Development, Digital Literacy, OSH, and ToT guidelines” for PKSF (Bangla & English) • Developed 2 Training Manuals on TOT for UNICEF Project (Bangla)
--	---

Computer Skills

Fields of Specialization	Description
Microsoft Office	Word, Excel, PowerPoint, OneNote, Outlook, Access, Publisher, SharePoint, Microsoft Teams, MyAnalytics, PowerApps, Stream.
Graphic Design	Adobe Photoshop, Adobe Light room, GIMP2, Photo Impact, Adobe Illustrator, Adobe InDesign, CorelDraw, Quark Xpress,
UI/UX Design	Figma, Sketch,
Video Editing	Adobe Premiere Pro, Adobe After Effect, Final Cut Pro, Grass Vally Edius, Clipchamp
Android Applications	Android Studio, Kotlin, Flatter
Web Application	HTML, CSS, JavaScript, PHP, MySQL WordPress.
Programming Language	C, C++, Visual Studio, Basic Knowledge Java, Python
Digital Marketing	Facebook Meta Suite, LinkedIn, Instagram, YouTube, Data entry, SEO, Lead Generation, Virtual Assistant, Affiliate Market. Google Ads
Computer Networking	Router Configuration, LAN, Cabling, Network Administrator, Network Security, Network Analyst, Systems Administrator, IT Support Specialist (Networking Focus) Cybersecurity Analyst (Networking Focus)

Professional & Technical Qualification:

Certification	Level	BTEB/NSDA	Institute	Year
Master Trainer and Assessor CBT&A	Level 5	BTEB	RISDA, Savar	2023
Assessor Part CBA	Level 4	NSDA	NSDA	2023
Trainer and Assessor CBT&A	Level 4	BTEB	TTTC, Tejgaon	2020
Assessor Part CBA	Level 4	BTEB	BKTTC, Chattogram	2018
Graphic Design	Level 02, 03, 04	BTEB	RISDA, Savar	2022
Digital Marketing for Freelancing	Level 4	NSDA	LCBS, Dhaka	2024
Graphic Design for Freelancing	Level 3	NSDA	NSDA Online	2022
IT Support Technician	Level 01 & 03	BTEB	RISDA, Savar	2017
Computer Operation	Level 3	BTEB	RISDA, Savar	2023

Declaration:

I, Md. Zuwel Parves, hereby declare that all the information provided in this Curriculum Vitae is true, complete, and accurate to the best of my knowledge and belief. I understand that any misrepresentation or omission of facts may result in the rejection of my application or termination of employment if discovered at any stage.

Dhaka, Bangladesh



Md. Zuwel Parves