



ENCOM VALLEY MTC

Multi-Skill Training Center



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Company Profile

1. Background

Encom Valley MTC (Multi-Skill Training Center) was established with a vision to empower individuals with the skills, knowledge, and certifications necessary to thrive in an increasingly competitive and dynamic world. The foundation of our organization is rooted in the belief that skill development is the key to unlocking potential, creating opportunities, and driving economic progress.

We are proud to be an **approved member of the National Skills Development Authority (NSDA)**, which reflects our commitment to excellence and compliance with national standards. This recognition ensures that our training programs are aligned with government initiatives aimed at building a skilled and competent workforce capable of contributing to local and global economies.

One of the defining features of Encom Valley MTC is our ability to provide **National Certificate Assessments based on Recognition of Prior Learning (RPL)**. This program is designed to formally acknowledge the skills that individuals have gained through informal training or work experience. By offering RPL certifications, we aim to bridge the gap between informal learning and formal recognition, helping individuals enhance their employability and access better career opportunities.

Our training programs are designed to cater to the diverse needs of the population, including youth, women, and underserved communities. We focus on building capacity in high-demand trades such as welding, carpentry, electrical installation, automotive mechanics, plumbing, hospitality, IT, and more. Our IT training courses are particularly noteworthy, as they prepare participants for freelancing careers on global platforms and job opportunities abroad, offering them the flexibility to work remotely or relocate for better prospects.

Encom Valley MTC also emphasizes global competitiveness. Our vocational programs are developed in consultation with industry experts to meet international standards, ensuring that our graduates are prepared for employment opportunities not only within their local communities but also across borders. From welding and fabrication to beauty and wellness, our courses are tailored to meet the requirements of industries worldwide, making our trainees highly sought after by employers in global markets.

Furthermore, we provide **job placement facilities** as part of our comprehensive training approach. We actively collaborate with employers, recruitment agencies, and industry partners to connect our graduates with meaningful employment opportunities. Our dedicated placement team works closely with trainees to prepare them for job interviews, refine their resumes, and ensure they meet the expectations of prospective employers.





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Our state-of-the-art facilities are equipped with modern tools and resources to create a dynamic learning environment. We prioritize hands-on training, ensuring that students gain practical experience that mirrors real-world scenarios. The training center also offers regular workshops, seminars, and industry interaction sessions to keep trainees informed about the latest developments and trends in their respective fields.

As part of our commitment to community development, Encom Valley MTC offers scholarships and financial aid to deserving students, ensuring that no individual is denied access to quality education due to financial constraints. We strive to create an inclusive environment where everyone, regardless of their background, can thrive and achieve their aspirations.

In addition, we remain at the forefront of sustainable practices, incorporating environmentally friendly technologies and methods into our training programs. This not only prepares trainees for a greener future but also instills a sense of responsibility toward the planet.

Over the years, Encom Valley MTC has grown into a trusted name in skill development and training, empowering countless individuals to transform their lives and contribute meaningfully to society. As we look to the future, we remain dedicated to our mission of creating a skilled, confident, and globally competitive workforce.



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2. Mission & Vision

Mission

At Encom Valley MTC, our mission is to empower individuals with the skills and knowledge necessary to achieve personal and professional growth while contributing to societal and economic development. We are dedicated to creating an inclusive learning environment that caters to diverse communities, including youth, women, and underprivileged groups.

Our mission is built on the following pillars:

- a) **Quality Training:** Delivering high-quality, industry-relevant training programs that blend practical hands-on experience with theoretical knowledge.
- b) **Global Opportunities:** Equipping individuals with globally competitive skills that open doors to employment and freelancing opportunities locally and abroad.
- c) **Recognition of Skills:** Providing formal recognition of prior learning (RPL) to individuals who have acquired skills informally, enabling them to enhance their career prospects.
- d) **Economic Empowerment:** Enabling individuals to contribute effectively to the economy through self-employment, entrepreneurship, and enhanced employability.
- e) **Sustainable Growth:** Promoting lifelong learning and skill development to adapt to evolving industry trends and technological advancements.

Through these initiatives, we strive to transform lives and create a skilled workforce capable of addressing the challenges of the modern world.

Vision

Our vision is to become a globally recognized leader in multi-skill training, renowned for excellence, innovation, and social impact. We aspire to create a transformative learning ecosystem where individuals are empowered to unlock their full potential and excel in their careers.

Key components of our vision include:

- a) **Global Recognition:** Establishing Encom Valley MTC as a trusted brand for skill development and certification, recognized by industries and employers worldwide.





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- b) **Innovation in Training:** Continuously innovating and adopting cutting-edge technologies and teaching methodologies to ensure our programs remain relevant and impactful.
- c) **Job Creation and Placement:** Becoming a bridge between skill acquisition and employment by maintaining strong partnerships with national and international employers, recruitment agencies, and freelancing platforms.
- d) **Community Development:** Serving as a catalyst for community empowerment by offering accessible and affordable training programs to underserved populations.
- e) **Sustainability and Inclusivity:** Promoting environmentally sustainable practices and fostering a culture of inclusivity to ensure equal opportunities for all.
- f) **Industry Collaboration:** Strengthening ties with industries, policymakers, and international organizations to align our training programs with global standards and emerging market needs.

By pursuing this vision, we aim to contribute meaningfully to individual success, workforce development, and economic progress, creating a better future for all.



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3. Experience

Encom Valley MTC (Multi-Skill Training Center) has a rich history of delivering high-quality vocational and technical training, built on years of experience in skill development and workforce empowerment. Since its establishment, we have successfully trained and certified thousands of individuals, equipping them with the skills and knowledge necessary to excel in their chosen fields.

A Proven Track Record of Excellence

Our journey began with a mission to address the critical gap between education and employability, particularly in underserved communities. Over time, we have become a trusted name in skill development, with a proven track record of producing highly competent professionals who are sought after both locally and internationally. Our alumni are now contributing to industries such as construction, IT, manufacturing, hospitality, and more, in countries across the globe.

Recognition and Accreditation

As an **approved member of the National Skills Development Authority (NSDA)**, Encom Valley MTC adheres to the highest standards of training and certification. Our affiliation with the NSDA underscores our commitment to providing nationally and internationally recognized qualifications, ensuring our trainees are well-prepared for global opportunities.

Expertise in Recognition of Prior Learning (RPL)

One of our standout achievements is our expertise in organizing **National Certificate Assessments based on Recognition of Prior Learning (RPL)**. This program is a cornerstone of our operations, allowing individuals who have gained skills through informal or on-the-job training to receive formal recognition. By assessing and certifying their competencies, we open new doors for career advancement and higher earning potential.

Global Reach and Industry Relevance

Our experience extends beyond national boundaries. We design and deliver training programs that are aligned with international standards, ensuring our graduates are equipped to compete in global markets. Whether it's IT training that enables participants to engage in freelancing and secure remote jobs or trade courses that prepare them for employment in industries abroad, we pride ourselves on providing a world-class education.

Partnerships and Collaborations

Encom Valley MTC has cultivated strong partnerships with government agencies, industry leaders, and international organizations. These collaborations allow us to:





- Regularly update our curricula to meet industry demands.
- Provide trainees with access to advanced tools and equipment.
- Facilitate internships and apprenticeships in real-world settings.
- Host job fairs and connect trainees with employers both locally and internationally.

Hands-On Training and Real-World Applications

We prioritize practical, hands-on training to ensure that our trainees are job-ready from day one. Our state-of-the-art facilities replicate real-world working conditions, enabling students to practice their skills in a controlled and supportive environment. From welding and carpentry workshops to computer labs equipped with the latest software, every aspect of our training is designed to mirror the demands of the industry.

Specialization in IT and Freelancing

Our IT training programs are particularly impactful, as they prepare individuals for a dual career path: traditional employment and freelancing. With the rise of remote work and global freelancing platforms, we have trained hundreds of individuals to navigate these opportunities successfully, helping them build careers that offer flexibility and financial independence.

Job Placement Services

A key aspect of our experience is our ability to bridge the gap between training and employment. Our dedicated job placement team actively works with trainees to help them secure meaningful employment. This includes:

- Resume building and interview preparation.
- Partnerships with recruitment agencies and employers.
- Organizing placement drives and career fairs.
- Providing guidance on international job applications and visa processes.

Lifelong Learning and Alumni Success

At Encom Valley MTC, our relationship with trainees doesn't end with graduation. We maintain a strong alumni network and provide ongoing support to our graduates. Whether through advanced courses, refresher programs, or career counseling, we ensure our alumni remain competitive in their fields.

Community Impact

Over the years, our training programs have had a significant impact on communities by:

- Reducing unemployment rates.
- Promoting entrepreneurship and self-employment.
- Empowering women and marginalized groups to participate in the workforce.
- Contributing to the local and national economy by creating a skilled labor force.





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Recognition and Achievements

Our achievements have been recognized by multiple stakeholders, including industry partners and government bodies. The consistent success of our graduates, particularly in securing jobs abroad and thriving in freelancing careers, is a testament to the effectiveness of our training programs.

Through our extensive experience, Encom Valley MTC has established itself as a leader in skill development, committed to creating opportunities, fostering growth, and shaping the future of workforces worldwide.



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4. Manpower

The success of Encom Valley MTC is driven by its dedicated team of professionals. At the heart of Encom Valley MTC's success is its exceptional and diverse manpower. Our team comprises a group of dedicated professionals, each of whom contributes to our mission of delivering world-class training and skill development. With a strong focus on quality, collaboration, and innovation, the manpower at Encom Valley MTC plays a pivotal role in empowering individuals and building a skilled workforce for the future.

A) Certified and Highly Skilled Instructors

Our instructors are the cornerstone of our training programs. Each instructor is carefully selected for their extensive industry experience, academic qualifications, and teaching expertise. With a strong commitment to excellence, they provide trainees with both theoretical knowledge and hands-on practical skills. Key attributes of our instructors include:

- **Global Standards Expertise:** Many of our instructors are certified in international standards, ensuring that our trainees are prepared for local and global job markets.
- **Specialization:** Each instructor specializes in a particular trade, such as welding, electrical work, plumbing, IT, or automotive mechanics, allowing for focused and in-depth training.
- **Continuous Professional Development:** We invest in the continuous learning of our instructors through workshops, certifications, and exposure to the latest industry trends.
- **Mentorship:** Beyond instruction, our trainers act as mentors, providing personalized guidance to help trainees overcome challenges and achieve their career goals.

B) Industry Mentors and Guest Lecturers

To complement our in-house instructors, we regularly invite industry experts and guest lecturers to share their real-world experiences and insights. These professionals bring fresh perspectives and introduce trainees to the latest technologies, market trends, and global best practices. Their involvement ensures that our trainees stay updated with the evolving demands of various industries.

C) Dedicated Administrative Team

Behind the scenes, our administrative team works tirelessly to ensure the smooth operation of our training center. Their responsibilities include:

- Coordinating training schedules and managing resources.
- Maintaining accurate records of trainees' progress and certifications.
- Handling logistics for workshops, seminars, and job placement drives.
- Managing communications with trainees, alumni, and industry partners.

The administrative team plays a crucial role in creating a seamless and efficient learning environment for both trainees and instructors.

D) Support Staff and Technicians





Our support staff and technicians are the unsung heroes who ensure that the facilities, tools, and equipment are always in top condition. They are responsible for:

- Setting up and maintaining training equipment in workshops and labs.
- Ensuring the safety and cleanliness of classrooms, workspaces, and training areas.
- Providing immediate technical support during practical sessions to minimize downtime. Their dedication ensures that trainees can focus on their learning without interruptions.

E) Job Placement Specialists

A standout feature of Encom Valley MTC's manpower is our team of job placement specialists. This team is dedicated to helping trainees transition from the classroom to the workforce. Their responsibilities include:

- Building and maintaining partnerships with local and international employers.
 - Organizing placement drives, career fairs, and on-site interviews.
 - Providing career counseling and interview preparation services.
 - Assisting trainees with resume writing, application processes, and visa documentation for overseas jobs.
- With their support, our trainees gain a competitive edge in securing meaningful employment both locally and abroad.

F) Curriculum Development Experts

Our team of curriculum developers works in close collaboration with instructors, industry experts, and academic advisors to design training programs that are relevant, comprehensive, and up-to-date. Their work involves:

- Researching industry demands and emerging trends.
- Developing course materials, practical modules, and assessment criteria.
- Ensuring compliance with national and international certification standards.
- Continuously improving existing programs based on feedback and performance metrics.

G) RPL Assessment Specialists

As pioneers in **Recognition of Prior Learning (RPL)**, we have a dedicated team of assessors who specialize in evaluating and certifying individuals based on their prior skills and experience. These professionals are highly trained to conduct fair and accurate assessments, ensuring that candidates receive the certifications they deserve.

H) IT and Freelancing Experts

Given the growing demand for digital skills, our team includes IT and freelancing experts who bring valuable expertise to the table. They provide training in:

- Advanced IT skills, such as programming, data analysis, and cybersecurity.





- Using freelancing platforms effectively to secure remote work.
- Strategies for managing online businesses and earning from global markets. Their contributions help trainees tap into opportunities in the digital economy and freelancing sectors.

I) Alumni Network and Career Support Team

Our alumni network and career support team work hand-in-hand to foster long-term relationships with our graduates. This team is responsible for:

- Keeping alumni engaged through advanced training opportunities and career updates.
- Facilitating mentorship programs where successful alumni guide current trainees.
- Providing ongoing career counseling to help alumni adapt to changing market conditions.

J) Management and Leadership Team

Our leadership team is composed of visionary individuals who guide Encom Valley MTC toward achieving its mission and vision. They are responsible for:

- Strategic planning and decision-making to ensure sustainable growth.
- Building partnerships with government bodies, industries, and international organizations.
- Overseeing quality assurance and compliance with regulatory standards.
- Promoting innovation and exploring new opportunities for expansion.

Commitment to Excellence

The collective effort of our manpower is driven by a shared commitment to excellence. Each member of our team, from instructors to support staff, works with passion and dedication to ensure that trainees receive the best possible education and training.

Impact of Our Team

Our team's contributions have a direct impact on:

- Transforming trainees into skilled professionals who meet global industry standards.
- Supporting community development by creating opportunities for employment and entrepreneurship.
- Establishing Encom Valley MTC as a trusted name in skill development, both nationally and internationally.

At Encom Valley MTC, we believe that the strength of our organization lies in the strength of our people. Together, we strive to create a future where every individual has the skills, confidence, and support to achieve their dreams.





5. List of Trades

We offer a wide range of courses that cater to local and international job markets, including:

1. Food and Beverage Production Level-3

This course is designed to equip participants with the knowledge and skills required to work in the food production industry. Trainees learn cooking techniques, menu planning, food safety, and kitchen management.

Facilities and Features:

- Fully equipped kitchen laboratories with modern cooking appliances.
- Hands-on training in preparing multi-cuisine dishes.
- Workshops on food safety and hygiene standards.
- Internship opportunities with restaurants and catering services.

2. Computer Operation Level-2 & Level-3

This trade focuses on developing foundational computer skills essential for office environments and digital workplaces. Trainees learn about operating systems, office productivity software, and basic troubleshooting.

Facilities and Features:

- State-of-the-art computer labs with up-to-date systems and software.
- Training on MS Office Suite, internet navigation, and email handling.
- Practical exercises to simulate real-world office tasks.
- Certification programs that enhance employability.

3. Caregiving for Infant, Toddler, and Children Level-3

This program provides comprehensive training in childcare, including health monitoring, nutritional care, and first aid for infants and toddlers.

Facilities and Features:

- Simulated childcare environments for hands-on practice.
- Training in child psychology and behavior management.
- First aid and emergency response certification.
- Assistance in placement with families, daycare centers, or abroad.





4. Graphic Design Level-3

This course develops creativity and technical skills to produce visual content for print, web, and multimedia. Participants learn software like Adobe Photoshop, Illustrator, and Canva.

Facilities and Features:

- Fully equipped digital design labs.
- Training on branding, logo design, and advertisement creation.
- Portfolio development workshops to prepare for freelancing or employment.
- Opportunities to work on real projects with local clients.

5. General Caregiving Level-2

Focused on providing care to the elderly, this program trains participants in health monitoring, personal care, and communication skills.

Facilities and Features:

- Practical training with patient care simulation tools.
- Guidance on hygiene, nutrition, and elder support systems.
- Placement services in caregiving roles domestically and internationally.

6. Digital Marketing for Freelancing Level-3

This trade is designed to teach digital marketing skills, including social media management, SEO, content creation, and email marketing.

Facilities and Features:

- Interactive sessions with digital marketing experts.
- Training on tools like Google Analytics, WordPress, and social media platforms.
- Freelancing mentorship to help participants secure remote jobs.
- Certification programs to build credibility on global platforms.

7. Driving Level-3

A professional course for individuals aiming to pursue careers in transport, logistics, or personal driving services.

Facilities and Features:

- Practical driving lessons with licensed instructors.
- Training on road safety, vehicle maintenance, and legal compliance.
- Assistance in obtaining a professional driver's license.
- Partnerships with logistics companies for job placements.





8. IT Support Service Level-3

This course prepares trainees for IT support roles by teaching hardware repair, software installation, and network troubleshooting.

Facilities and Features:

- Advanced computer hardware and networking labs.
- Training in diagnosing and solving technical issues.
- Introduction to customer support and communication skills.
- Certifications in IT fundamentals and network systems.

9. Dementia Caregiving Level-3

Specialized training for providing care to individuals with dementia. The course focuses on understanding dementia, providing emotional support, and managing day-to-day activities.

Facilities and Features:

- Realistic caregiving scenarios for hands-on practice.
- Focus on communication, empathy, and patience.
- Placement support with healthcare facilities and families.

10. Web Design Level-3

This course develops skills to design and develop professional websites using tools like HTML, CSS, JavaScript, and WordPress.

Facilities and Features:

- Fully equipped labs with the latest web development software.
- Training on responsive design, user experience, and e-commerce platforms.
- Opportunities to build a portfolio for freelancing or employment.
- Guidance on domain registration, hosting, and site maintenance.

11. Food and Beverage Service Level-2

Focused on preparing participants for careers in the hospitality industry, this course covers customer service, food handling, and beverage preparation.

Facilities and Features:

- Mock restaurant setups for practical training.
- Emphasis on etiquette, communication, and service standards.
- Internship opportunities in hotels and catering businesses.





12. Baking Level-3

This program teaches the art and science of baking, including bread, pastries, and desserts.

Facilities and Features:

- Professional baking labs with modern equipment.
- Training in decorating techniques, recipe creation, and food safety.
- Hands-on workshops with expert bakers.
- Support for setting up a home-based baking business.

13. Beautification Level-3

This trade trains participants in hairdressing, skincare, makeup artistry, and spa treatments.

Facilities and Features:

- Fully functional beauty salons for hands-on practice.
- Training in the latest beauty trends and techniques.
- Certification programs to build credibility in the beauty industry.
- Job placement support with beauty parlors and wellness centers.

14. Competency-Based Training & Assessment Methodology (CBT&A) Level-4 & Level-5

This program focuses on equipping educators and trainers with the skills needed to deliver competency-based training and conduct assessments.

Facilities and Features:

- Workshops on modern teaching techniques and assessment methods.
- Practical sessions for designing competency-based curricula.
- Certification for trainers to enhance their credentials.
- Opportunities to collaborate with training institutes and organizations.

15. BLOCK BATIK AND SCREEN PRINTING Level-3

This course teaches traditional block batik techniques alongside modern screen printing methods, enabling learners to create customized textile designs for garments and home décor.

Facilities and Features:

- Dedicated textile lab with printing tables, blocks, screens, and dyes.
- Training in motif creation, color mixing, fabric preparation, and dyeing techniques.
- Emphasis on eco-friendly materials and sustainable practices.
- Guidance for setting up small-scale printing businesses or freelancing.





16. Electrical Installation and Maintenance for Light Engineering Level-3

This program prepares trainees for careers in electrical services for residential, commercial, and light industrial settings. It focuses on safe electrical installation, troubleshooting, and maintenance.

Facilities and Features:

- Practical training in fully equipped electrical labs.
- Hands-on practice in wiring, circuit installation, panel boards, and electrical safety.
- Instruction on national electrical codes and energy-efficient practices.
- Pathway to apprenticeships and technician roles in various industries.

17. Caregiving for Elderly Persons Level-3

This specialized course equips participants to care for elderly individuals with compassion and professionalism. It covers physical care, emotional support, and basic health monitoring.

Facilities and Features:

- Hands-on training with eldercare simulation tools and equipment.
- Modules on communication, hygiene, mobility assistance, and medical needs.
- Exposure to palliative care principles and dementia awareness.
- Assistance with local and overseas caregiving job placements.

18. Makeup Art Level-3

A comprehensive course focused on beauty and makeup application for various purposes including bridal, fashion, photography, and events.

Facilities and Features:

- Professional makeup studio with high-end cosmetic products.
- Practical training in contouring, eye makeup, skin prep, and face shapes.
- Classes in hygiene, client consultation, and trending styles.
- Portfolio development and freelancing support in the beauty industry.

19. Fashion Design and Product Development Level-3

This course develops creative and technical skills for fashion design, from concept development to finished garments.





Facilities and Features:

- Fully equipped fashion lab with sewing machines, mannequins, and textile tools.
- Training in sketching, pattern-making, garment construction, and fabric handling.
- Focus on market research, product development, and brand identity.
- Opportunities to participate in fashion shows and design exhibitions.

20. Bakery and Pastry Production Level-3

This course combines theory and hands-on practice in baking, focusing on quality, creativity, and commercial production of bakery items.

Facilities and Features:

- Commercial-standard bakery lab with ovens, mixers, and baking tools.
- Instruction in bread making, cakes, pastries, desserts, and food safety.
- Workshops in decoration, product presentation, and recipe scaling.
- Support for home bakery startups or placement in bakeries and cafes.

21. Caregiving for Persons with Special Needs Level-3

This program trains caregivers to support individuals with physical, developmental, or intellectual disabilities through compassionate and effective care.

Facilities and Features:

- Hands-on training in behavior management and mobility assistance.
- Lessons on communication, inclusive care, and emotional support.
- Exposure to assistive technology and adaptive equipment.
- Career guidance for working in special education, homes, or support services.





22. Hospitality Management Level-3

This course offers training in managing operations in hotels, resorts, and hospitality businesses, emphasizing service excellence and professionalism.

Facilities and Features:

- Simulated hotel environment with reception, housekeeping, and F&B areas.
- Training in customer service, reservations, inventory, and event management.
- Emphasis on communication, leadership, and multicultural interaction.
- Internship support with hospitality partners and job placement services.

Additional Facilities for All Trades:

- **Modern Classrooms:** Equipped with multimedia tools for interactive learning.
- **Library Resources:** Access to books, journals, and digital materials relevant to each trade.
- **Career Counseling:** Personalized guidance to help trainees choose the right career path.
- **Job Placement Services:** Strong connections with local and international employers for seamless job placements.
- **Global Opportunities:** Support for securing jobs abroad in fields like caregiving, IT, and hospitality.

Encom Valley MTC ensures that each trade is tailored to meet industry demands, empowering trainees with the skills and confidence they need to succeed in their chosen careers.

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6. Financial Management

Encom Valley MTC follows stringent financial practices to maintain transparency and sustainability:

Financial Management at Encom Valley MTC

At Encom Valley MTC, we understand that robust financial management is the backbone of our operations and integral to achieving our mission of skill development and empowerment. Our approach to financial management is founded on transparency, accountability, and sustainability, ensuring that we can continue to provide high-quality training to individuals from all walks of life while maintaining our organizational growth and stability.

A) Sustainable Budgeting and Allocation

Our financial management practices are centered around the principle of sustainability, allowing us to consistently reinvest in our training programs, facilities, and staff development. Every year, we develop a comprehensive budget that aligns with our long-term goals and ensures the proper allocation of resources to critical areas such as:

- **Program Development:** We prioritize funding for the creation and expansion of vocational training programs that meet the demands of the job market. This includes investments in new trades, technology, and course materials to ensure that our curriculum stays relevant to industry standards.
- **Facility Maintenance and Upgrades:** The continuous improvement of our state-of-the-art facilities is vital for providing a hands-on learning environment. Our financial planning ensures that we have the resources to regularly maintain and upgrade equipment and infrastructure, supporting our mission to provide a dynamic and effective learning experience.
- **Scholarships and Financial Aid:** Recognizing that financial barriers should not stand in the way of education, we allocate a portion of our budget to scholarships and financial assistance programs. This ensures that deserving individuals from all socio-economic backgrounds can access quality training and gain the skills needed to improve their lives and communities.

B) Revenue Streams and Partnerships

To ensure the sustainability and growth of Encom Valley MTC, we maintain a diverse range of revenue streams. These include:

- **Tuition Fees:** As a central part of our income, we aim to keep tuition fees affordable while maintaining the quality of our programs. We offer flexible payment plans and financial aid to make education accessible to a broader range of students, ensuring that no one is turned away due to financial constraints.
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- **Corporate and Industry Partnerships:** Our collaborations with industry partners, government agencies, and local businesses are critical to the success of our financial model. These partnerships help fund specialized training programs and provide job placement opportunities for our graduates. They also allow us to keep our programs up-to-date with the latest industry trends and demands.
- **Grants and Government Funding:** As an approved member of the National Skills Development Authority (NSDA), Encom Valley MTC is eligible for various government grants and funding initiatives designed to support vocational training and workforce development. We actively pursue these opportunities to supplement our revenue and expand our impact.
- **Donations and Sponsorships:** Encom Valley MTC also accepts donations and sponsorships from philanthropists and corporations committed to social impact. These contributions help us fund scholarships, infrastructure projects, and specialized training programs that benefit underserved communities.

C) Financial Reporting and Transparency

We pride ourselves on maintaining the highest standards of financial integrity. Our financial reporting process is transparent, and we regularly review our financial statements to ensure that funds are being used effectively and efficiently. Key aspects of our financial reporting practices include:

- **Annual Financial Audits:** Independent audits are conducted each year to ensure compliance with regulatory standards and provide our stakeholders with a clear and accurate picture of our financial health.
- **Budget Tracking:** We closely monitor all expenditures to ensure that our budget remains balanced and that funds are allocated according to our strategic priorities. Monthly reports are prepared to track income, expenses, and overall financial performance.
- **Internal Controls:** We have implemented strong internal controls to prevent fraud and mismanagement. This includes a clear segregation of duties, regular financial reviews, and a robust process for approving financial transactions.

D) Investment in Growth and Expansion

At Encom Valley MTC, we are committed to continuous growth and expanding our reach to meet the needs of a dynamic labor market. Our financial strategy includes:

- **Research and Development:** We invest in the ongoing development of new training programs to ensure that we are providing the skills that are in high demand. This includes exploring emerging fields such as renewable energy, digital marketing, and artificial intelligence, which can open new career opportunities for our students.
- **Global Expansion:** As part of our vision to empower individuals on a global scale, we are actively exploring opportunities to expand our training programs





- **Technology Investments:** In line with our focus on IT training and preparing students for remote work and freelancing, we continually invest in the latest technology and digital learning tools. This ensures that our students are equipped with the skills and knowledge they need to succeed in an increasingly digital world.

E) Financial Risk Management

We recognize that financial risks can arise from various external factors, including economic downturns, changes in government policy, and fluctuations in demand for specific trades. To mitigate these risks, we employ a range of strategies:

- **Diversified Program Offerings:** By offering a wide range of training programs across multiple industries, we reduce our dependency on any single sector, ensuring financial resilience even in times of economic uncertainty.
- **Contingency Planning:** We maintain a financial contingency fund to help weather unexpected challenges and ensure the continuity of our operations in the face of unforeseen circumstances.
- **Insurance Coverage:** Comprehensive insurance policies are in place to protect our assets, employees, and students from potential risks, ensuring the long-term stability of Encom Valley MTC.

F) Accountability to Stakeholders

As a socially responsible organization, we are dedicated to being accountable to all our stakeholders, including students, staff, industry partners, and the communities we serve. We believe in open communication and regularly share our financial performance with stakeholders, demonstrating how their support contributes to our success. Our commitment to financial accountability ensures that every investment made in Encom Valley MTC directly benefits the people and communities we serve.

This **Financial Management** section reflects Encom Valley MTC's strategic focus on sustainability, transparency, and growth while maintaining a strong commitment to financial integrity. It helps demonstrate to stakeholders how effectively the organization uses its resources to achieve its mission of providing high-quality, globally competitive training.

Let me know if you'd like to modify or expand any part!





7. Monitoring System

Monitoring System at Encom Valley MTC

At Encom Valley MTC, we understand that effective monitoring is essential to maintaining the quality and impact of our training programs. Our monitoring system is designed to ensure that every aspect of our operations is constantly evaluated and refined to meet the needs of our trainees, the expectations of industry partners, and the standards set by regulatory bodies. We are committed to achieving continuous improvement in our programs, facilities, and overall organizational performance through a well-established monitoring framework.

A) Program Monitoring and Evaluation

The backbone of our monitoring system is the ongoing evaluation of our training programs. This ensures that our courses remain relevant, effective, and aligned with industry needs, while also meeting national and international standards.

- **Curriculum Review and Update:** Our training curriculum is reviewed regularly to ensure that it reflects current trends, technology, and best practices in the industries we serve. Feedback from students, trainers, and industry professionals informs this process. In addition to annual curriculum assessments, we integrate feedback from our trainees who are working in the field, ensuring that they are receiving applicable, up-to-date knowledge and skills.
- **Assessment and Certification:** We implement continuous assessment throughout the course duration to gauge student progress and identify areas for improvement. Our assessments are designed to be comprehensive, testing both theoretical knowledge and practical skills. We also regularly assess the outcomes of our National Certificate Assessments (NCA) and Recognition of Prior Learning (RPL) programs to ensure they meet the highest standards. Independent examiners and industry experts are involved in the evaluation process, providing an objective perspective on the quality of our programs.
- **Feedback Mechanisms:** Feedback from students, trainers, and employers is collected systematically to gauge the effectiveness of the programs. We use surveys, focus group discussions, and one-on-one interviews to gather insights on various aspects of the training experience, including course content, delivery methods, and overall satisfaction.
- **Student Performance Tracking:** We track individual student performance using digital tools and learning management systems. This allows us to monitor attendance, progress, exam results, and completion rates. By tracking these metrics, we can identify students who may need additional support and ensure that no trainee is left behind.





B) Trainer and Staff Monitoring

The quality of our instructors is a critical element of our success, and we have a robust system in place to monitor and support our staff.

- **Trainer Performance Evaluations:** Trainers are regularly evaluated through a combination of student feedback, peer reviews, and management assessments. We observe teaching sessions, assess lesson delivery, and analyze student outcomes to ensure that our trainers are providing effective instruction. Professional development opportunities, such as workshops and seminars, are also offered to help trainers stay updated on the latest pedagogical methods and industry trends.
- **Continuous Professional Development (CPD):** All staff members, including trainers, administrative, and support staff, are encouraged to participate in CPD activities to enhance their skills and competencies. Our monitoring system tracks staff participation in training and workshops, ensuring that professional growth is aligned with the center's goals.
- **Trainer Certification and Accreditation:** Our trainers are required to meet national and international standards for certification. As part of our monitoring system, we track the certification and accreditation status of all our trainers, ensuring that they remain compliant with the necessary requirements for delivering high-quality vocational education and training.

C) Facilities and Resource Monitoring

To provide a dynamic and effective learning environment, it is essential that our facilities and resources are continually monitored and maintained.

- **Equipment and Infrastructure Inspections:** Regular inspections of our training equipment, tools, and facilities are conducted to ensure that they are in good working condition and up to industry standards. Any necessary repairs, upgrades, or replacements are made promptly. This includes maintaining our IT systems and digital learning platforms, which are integral to the success of our IT training programs.
- **Safety and Compliance Checks:** We adhere to strict safety protocols to ensure the well-being of our trainees and staff. Our monitoring system includes regular safety audits, risk assessments, and compliance checks to ensure that we are meeting occupational health and safety standards. Emergency response drills, fire safety measures, and hazard control practices are regularly monitored and updated to maintain a safe learning environment.
- **Resource Utilization:** We closely monitor the utilization of learning resources, including textbooks, software, and training equipment, to ensure that all students have access to the tools they need for effective learning. Resource allocation is tracked, and adjustments are made based on demand and feedback to ensure that resources are available and used efficiently.





D) Student Support Services Monitoring

We believe that comprehensive support services are critical to student success. Our monitoring system ensures that these services are continuously meeting the needs of our trainees.

- **Counseling and Guidance Services:** Encom Valley MTC offers counseling and career guidance services to help students navigate their educational and career paths. We regularly assess the effectiveness of these services by tracking student satisfaction, the number of students utilizing these services, and the success rates of students who receive guidance in finding employment or further training opportunities.
- **Placement Support Monitoring:** One of our key areas of focus is job placement and career support. Our monitoring system tracks the success of our job placement services by analyzing data such as placement rates, employment retention, and the quality of job matches. We work closely with industry partners and recruitment agencies to monitor and improve the effectiveness of our placement services.
- **Student Engagement and Retention:** We track student engagement and retention rates to identify factors that contribute to student success or dropout. Regular interactions with students through surveys, feedback sessions, and advisory meetings help us address concerns early on and ensure that students remain motivated and supported throughout their training.

E) Financial Monitoring

Effective financial management is a cornerstone of Encom Valley MTC's success. Our monitoring system ensures that financial resources are used wisely to support the growth and sustainability of the organization.

- **Financial Performance Monitoring:** We maintain a comprehensive system to monitor and evaluate our financial health. This includes tracking revenue, expenses, profit margins, and cash flow. Regular financial reports are generated, allowing senior management to make informed decisions about resource allocation and financial planning.
- **Audit and Compliance:** Internal and external audits are conducted regularly to ensure compliance with financial regulations and organizational policies. We also monitor adherence to donor and sponsor requirements, ensuring that funding is used in accordance with its intended purpose.
- **Risk Management:** Our financial monitoring system includes the identification and assessment of financial risks, such as funding shortages, fluctuating enrollment numbers, or economic challenges. Contingency plans are developed, and adjustments are made to minimize these risks while ensuring the continued operation of our programs.





F) Continuous Improvement and Reporting

The effectiveness of our monitoring system is evaluated through regular internal reviews and performance audits. We use the insights gained from monitoring activities to inform our continuous improvement efforts.

- **Internal Reviews:** Senior management and department heads conduct periodic reviews of the monitoring system to ensure its effectiveness. This includes assessing how well the monitoring processes align with our organizational goals and identifying any areas for improvement.
- **Reporting to Stakeholders:** Transparency is a key component of our monitoring system. We regularly report our monitoring results to stakeholders, including students, industry partners, government agencies, and donors. These reports include data on student outcomes, program effectiveness, and financial performance, and they highlight the areas where we are excelling and where we can improve.
- **Feedback Loops for Improvement:** Based on the findings from our monitoring system, we implement changes aimed at improving the quality and impact of our training programs. This feedback loop ensures that our operations are continuously refined and that our stakeholders' needs are met.

This detailed **Monitoring System** section demonstrates how Encom Valley MTC maintains a strong focus on quality assurance, continuous improvement, and transparency across all aspects of its operations. By tracking progress, assessing performance, and responding to feedback, the center ensures that it delivers high-quality, impactful vocational training that empowers individuals and meets the demands of both local and global job markets.

Multi-Skill Training Center





8. Bank Information

Encom Valley MTC operates through reputed financial institutions to ensure secure and reliable financial transactions. Detailed bank information is available for stakeholders and partners upon request to maintain confidentiality and facilitate collaborations.

For financial transactions and partnerships, our banking details are as follows:

- **Bank Name:** Jamuna Bank PLC.
- **Branch:** Banasree Branch
- **Account Number:** 1001001583291
- **Routing Number:** 130270597

- **Bank Name:** Dutch bangla bank PLC
- **Branch:** Banasree Branch
- **Account Number:** 2761100007322
- **Routing Number:** 090271399
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ENCOM VALLEY MTC
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9. The Management Team of Encom Valley MTC

The Management Team of Encom Valley MTC The success of Encom Valley Multi-Skill Training Center (MTC) is driven by a dedicated and dynamic management team, committed to upholding our mission of providing world-class training for skill development. Our leadership team comprises professionals with extensive experience in education, industry, and management, ensuring that the center delivers top-quality training and continually evolves to meet the needs of the local and international job market.

Here is an overview of the key members of our management team:

Mr. Iqbal Hasan – Chief Executive Officer (CEO)

Mr. Iqbal Hasan is the visionary leader of Encom Valley MTC. With over a decade of experience in skill development and technical education, he has played a pivotal role in steering the institute's growth and direction. His strategic mindset and strong leadership have enabled the center to adapt to ever-changing market demands and remain at the forefront of vocational education.

As Chief Executive Officer, Mr. Hasan oversees the strategic direction, operational excellence, and partnership development of Encom Valley MTC. Under his leadership, the institute has expanded its training programs, built meaningful industry connections, and earned a reputation as a premier skill development center in Bangladesh.

Mrs. Kaniz Fatema – Founder & Chief Adviser

Mrs. Kaniz Fatema is the founder and inspirational force behind Encom Valley MTC. With more than 10 years of experience in technical and vocational education, she has been instrumental in crafting the institute's mission and vision. Her unwavering commitment to student empowerment has shaped a strong educational culture at the center.

As Founder and Chief Adviser, Mrs. Fatema leads strategic planning, academic quality assurance, and institutional development. Her dedication ensures the continuous evolution of training programs and the expansion of opportunities for students nationwide.





Mr. Kamrul Hasan – Chairman

Mr. Kamrul Hasan brings over 12 years of experience in the education and corporate sectors. He has a deep understanding of organizational management, which helps him guide the team in maintaining operational integrity and long-term sustainability.

As Chairman, Mr. Hasan plays a vital role in governance, policy formation, and ensuring accountability within the organization. His leadership fosters a culture of professionalism and supports the sustainable growth of Encom Valley MTC.

Mr. Sabbir Hasan – Director Head of Finance Operations

Mr. Sabbir Hasan has over 15 years of financial expertise in the education sector. His extensive knowledge of budgeting, auditing, and resource management has been critical to the financial success of various institutions he has worked with.

As Chief Financial Officer, Mr. Hasan manages all aspects of financial planning, budgeting, and resource allocation at Encom Valley MTC. His focus on financial stability and transparency helps ensure affordable, high-quality training for all students.

Mr. MD. Kabirul Hassan – HR Admin & Accounts

Mr. MD. Kabirul Hassan brings over 15 years of experience in human resource management, administration, and financial operations within the education sector. With a strong background in finance and organizational leadership, he has successfully overseen HR functions, employee relations, and internal administrative systems in various institutions.

As the HR Admin & Accounts Officer of Encom Valley MTC, Mr. Kabirul Hasan is responsible for managing human resources, handling recruitment and payroll, and ensuring the smooth operation of all administrative and accounting tasks. His focus on transparency, staff welfare, and organizational efficiency plays a vital role in maintaining a professional and supportive work environment.





Mr. Suzaul Haque Rabby – Chief Operating Officer (COO) & Chief Technology Officer (CTO)

Mr. Suzaul Haque Rabby has more than 13 years of experience in operations and technology management. His dual expertise enables him to integrate administrative systems with modern technology, optimizing the overall institutional workflow.

As COO and CTO, Mr. Rabby oversees operational processes, staff coordination, and IT infrastructure. His strategic leadership ensures that Encom Valley MTC runs efficiently while staying technologically advanced to meet modern learning demands.

Mrs. Rawshan Ara Begum – Head of Training & Curriculum Development

Mrs. Rowshan Ara is an education professional with a Master's degree and over a decade of experience in curriculum development. Her passion lies in creating learner-centered, industry-relevant training programs that reflect real-world demands.

As Head of Training & Curriculum Development, she leads the design and continuous improvement of academic programs. She collaborates with industry experts to ensure students gain practical skills aligned with labor market needs.

Mr. Dr. Rezaul Karim – Head of Career Development & Industry Relations

Dr. Rezaul Karim holds a Master's degree in Human Resource Management and has more than 10 years of experience in career guidance and employer engagement. He is known for bridging the gap between education and employment through strategic partnerships.

As Head of Career Development & Industry Relations, Dr. Karim facilitates job placements, organizes employer networking events, and provides one-on-one career counseling. His efforts ensure graduates transition smoothly into the workforce.

Ms. Eishita Khanom – Student Affairs Officer

Ms. Eishita Khanom has over a decade of experience in student services, with a strong academic background in psychology and education. She is passionate about student engagement and mental wellness.

As Student Affairs Officer, Ms. Khanom manages admissions, student welfare, counseling services, and extracurricular programming. Her goal is to create an inclusive and enriching environment for all learners.





ENCOM VALLEY MTC

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Mr. Rashik Imtiaz – IT and Technical Service Officer

Mr. Rashik Imtiaz has more than 12 years of experience in managing IT infrastructure and delivering tech solutions in educational environments. His expertise ensures that the institute's technological capabilities remain robust and future-ready.

As IT and Technical Service Officer, Mr. Imtiaz oversees all technology systems, including online platforms, computer labs, and software services. He ensures smooth operation and continuous upgrading of digital infrastructure to support high-quality training.

Commitment to Excellence

The Management Team at Encom Valley MTC is united by a shared commitment to excellence, innovation, and student success. Together, they ensure that every aspect of the center, from course development to student services and career placement, is focused on helping students achieve their full potential. Their leadership, combined with industry expertise and a passion for education, makes Encom Valley MTC a leader in skill development training in Bangladesh.

Under their guidance, Encom Valley MTC continues to grow, offering new programs, expanding partnerships, and maintaining its status as a trusted institution for skill development, both locally and internationally.



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10. Contact & Address

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