

Cover Letter

Dear Sir,

I am writing to you addressing my interest to work with Oxfam in Bangladesh. Based on the experience, skills and qualification, I believe that am well suited to join your team in this capacity. Attached is my CV for your consideration.

As the attached CV indicates, I have gained over 3 years of proven progressive professional experience in development sector as Officer (Project Support), Field Investigator and Research Associate. Have spent substantial years as an Officer (Project Support) at the Sustainable Research and Consultancy (SRC) Limited, leading the coordination of various projects and programs. In my role, I was assigned to manage administrative, development, planning, and implementation policies, and programs in support of the project; expedite project implementation by maintaining liaison with government/non- government authority, local & international agencies and other stakeholders; review and check documents related with bid, contract and any other request received from project implementing agencies; support to prepare presentation, report, organizing meeting/seminar, programs, field visits if necessary; support in monitoring & evaluation of the projects and so on. Apart from that, I need to visit frequently to different pourashavas, upazilas or any other project areas as and when necessary as part of my duties. Besides the professional skills, I also possess a vivid technical knowledge on **MS Word, MS Excel, PowerPoint, MS Outlook, Web Applications, Social Media, Java, HTML, CSS, Oracle/My SQL** etc. In addition, I'm holding a master's degree in Social Science with special concentration on project cycle management, and public policy analysis.

Apart from these, I'm always engaged with different types of extracurricular activities which facilities me to boost my adaptable capability with the people having different caste, creed, and culture within a very short time.

I'm very much excited by the prospect of applying the analytical, technical, interpersonal, and team building skills that I have gained as well as my familiarity with partners to a career with the Oxfam in Bangladesh. Not only does the working opportunity represent a logical next step in my desired career path, but also offers a chance to join the largest movement of eradicating poverty for good in Bangladesh with opportunities for continuous development and growth.

I look forward to hearing from you. Thank you for your attention and consideration.

Sincerely

Md. Mehedi Hasan