

Resume of MD. MEHEDI HASAN



Career Objective:

I am a progressive professional worker in the development sector with over 3 years of proven experience scholarly engaged with various projects in several organizations. In addition, I am holding a master's degree in Social Science with special concentration on Project Cycle Management, Public Policy Analysis, and Research Methodology. I am currently seeking **project management** related jobs that will allow me to take challenges and apply my analytical, technical, capacity building, team building, and communications skill.

Education:

2012-2013 : Master of Social Sciences (**M.S.S.**), Public Administration, University of Dhaka.
2008-2012 : Bachelor of Social Sciences (**B.S.S.**), Public Administration, University of Dhaka.

Professional Experiences:

February 01, 2018 to Present	
Position held	: Officer (Coordination & Documentation)
Major Projects	<ul style="list-style-type: none">- Matarbari USCCF Power Plant Project- Dhaka - CTG - Cox's Bazaar Railway Project- Dhaka - Joydevpur - Ishwardy Railway Project- Environmental Master Plan Project (All over Bangladesh)
Organization	: Sustainable Research and Consultancy (SRC) Ltd.
Succinct responsibilities	<ul style="list-style-type: none">- To manage development, planning, and implementation policies, procedures and programs in support of the project under the guidance of the supervisor;- 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, reports, organizing meeting/seminar/workshop, internal events, programs & field visit as and when necessary;- Perform any other duties as may be assigned by the authority.
January 01, 2017 to January 31, 2018	
Position held	: Field Investigator
Major Projects	<ul style="list-style-type: none">- Matarbari USCCF Power Plant Project- Third Urban Governance & Infrastructure Improvement Project (UGIIP-3)- Environmental Master Plan Project (All over Bangladesh)- Drainage Master Plan Project (16 Districts)
Organization	: Sustainable Research and Consultancy (SRC) Ltd.
Succinct responsibilities	<ul style="list-style-type: none">- Collaborating with customers, claimants, policyholders & the local administration;- Field visit as and when necessary;- Organize and facilitate focus group discussion;- Support in conducting EMP, social/baseline surveys as and when required;- Assist in data collection, report preparation and further tasks as per instruction by the authorized management;- Draft accurate and concise reports & presentations based on all collected findings.
March 01, 2016 to September 30, 2016	
Position held	: Research Associate
Organization	: Human Development Research Centre (HDRC)

Distinctive Attributes:

- Profound knowledge on MS Word, MS Excel, PowerPoint, Web Applications, Social Media, HTML, CSS, Oracle/My SQL, Java etc.
- Typing Bangla with Bijoy software
- Flexible to travel frequently
- Team Building Skills
- Ability to work under pressure
- Report writing skills
- Adaptability with changes
- Well-disciplined, Self-motivated & Goal-oriented
- Communication & Liaison skills

Other Experiences & Voluntary Activities:

- Worked as a **Research Associate** (Part Time) of **Center for Asia-Pacific Initiative (CAPI)** for the period of 05.04.2019 to 05.08.2019 on the **Piloting Phase** of SME base Comparative Study in Developing Country
- Worked as a **Coordinator** in the Social Action Project “ইচ্ছাপূরণ (Icchepuron)” under the **Active Citizens Youth Leadership Training program** of **British Council**, supported by **Democracywatch**. <http://www.dwatch-bd.org/ylp1.html>
- Conduct several field researches on Contemporary Local Government in Bangladesh, Politicization of Professionals, Migration Pattern in Dhaka city, and Corruption & Tadbir in Bureaucracy.
- Involved in organizing the festival entitled, "Bijoy-e Parbon-e" arranged by Utshe, marking 41st Victory Day of Bangladesh. <http://www.thedailystar.net/news-detail-261174>
- Founder member of the voluntary group “**Friends Society of Rangpur**” - <http://fsrbd.org/>
- Voluntary regular **Blood Donor** (26th times till now).

Training and Workshop:

- A one-year **IT Diploma** in “**Enterprise Systems Analysis & Design with J2EE**” from “**Islamic Development Bank – Bangladesh Islamic Solidarity Educational Wakf (IsDB-BISEW)**”. <http://idb-bisew.org/>
- Participant of the Active Citizens Youth Leadership Training Programme of **British Council**, supported by Democracywatch. <https://www.britishcouncil.org/active-citizens>
- Attended the **Climate Culture and Art Symposium 2018** for Youth in Bangladesh under the Gobeshona Young Researcher’s programme organized by **ICCCAD**. <http://art-symposium-4youth.icccad.net/>
- A Six (6) months training certificate on **Social Compliance and CSR Issues**, organized by Institute of Apparel Research and Technology, (**BKMEA**). http://www.bkmea.com/training_institute.html

Personal Information:

Address : Central Road First Drive, House – 111, Flat – 5B, Kolabagan, Dhaka-1205.
Contact No : +880-1717-677451, +880-1918-629865
E-mail : mhshuvo29@gmail.com
Nationality : Bangladeshi by Birth
Languages : Advanced Bangla, Fluent English and some understanding of Hindi.
Passport No : BM0481157
Blood group : O Positive

Distinction:

2005 : Got a board scholarship for achieving Golden A⁺.

References:

Referee 1

Abu Jubayer, Director (Operation), Sustainable Research and Consultancy Ltd. and Director (Operations), Center for Sustainability & Development, Stamford University Bangladesh, Dhaka.
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Referee 2

Md. Sultan Mahmud, Senior Sector Specialist (CEP, GJ&D and HRLS), IDP, BRAC, Baniachong, Habigonj.
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Acknowledgement:

I, the undersigned hereby certify that, to the best of my knowledge and belief, above mentioned credentials correctly describe myself, and I will be liable for any feigned information.

Md. Mehedi Hasan

