

Curriculum Vitae 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. Currently, I am seeking **project management** related jobs in NGO sector that will allow me to take challenges and apply my analytical, technical, capacity building, team building, and communications skills.

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 (Project Support & Coordination)
Major Projects	<ul style="list-style-type: none">- Baseline survey of EMP preparation of Matarbari USCCF Power Plant Project- Dhaka - CTG - Cox's Bazaar Railway Project- Dhaka - Joydevpur - Ishwardy Railway Project- Environmental Master Plan Project
Organization	: Sustainable Research and Consultancy (SRC) Ltd.
Succinct responsibilities	<ul style="list-style-type: none">- Supervise & monitor all the activities, plans, and procedures in support of the project;- Expedite project implementation by maintaining liaison with government/non-government authority, local & international agencies and other stakeholders;- Ensure proper documentation of each activities related to the project;- Support to prepare presentation, event report, organizing meeting/seminar, internal events, programs & field visit as and when necessary;- Maintain a good rapport with each & every stakeholders;- 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">- Baseline survey of EMP preparation of Matarbari USCCF Power Plant Project- Third Urban Governance & Infrastructure Improvement Project (UGIIP-3)- Environmental Master Plan Project- Drainage Master Plan Project
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 heavy pressure
- Enthusiastic to explore new places & cultures
- Adaptability with changes
- Well-disciplined & Punctual
- Goal Oriented 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 experience on Social Compliance and CSR Issues, organized by Institute of Apparel Research and Technology, (**BKMEA**). http://www.bkmea.com/training_institute.html
- A Six (6) months training on **Basic Computer (MS Office Package)**, organized by Department of Youth Development.

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 (SRC) Ltd. and Director (Operations), Center for Sustainability & Development, Stamford University Bangladesh, Dhaka.
Cell: +8801711459532 **Email:** jubayer.buet.bd@gmail.com

Referee 2 **Md. Mehedi Hasan**, Assistant Judge, District & Sessions Judge Court, Rangpur.
Cell: +8801710-491199 **Email:** mmhasan508@gmail.com

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

