

**MD. MEHEDI HASAN**

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Central Road First Drive, House – 111, Flat – 5B,  
Kolabagan, Dhaka-1205.

**Contact Details**

**Alternate Cell Phone:** 01521252064

**Land Phone:**

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**Skype ID:**

**Present Address:** Central Road First Drive, House – 111, Flat – 5B, Kolabagan, Dhaka-1205.

**Permanent Address:** House # 48, Road # 03, Khamar Para, Alamnagar, Sadar, Rangpur-5402.

**Nationality:** Bangladesh

**Personal Details**

**Father's Name:** Md. Ataur Rahman

**Mother's Name:** Mouluda Akhtar

**Marital Status:** Single

**Partner's / Spouse Information:**

Name: , Occupaton: , No. of Children: 0

**Sex:** Male | **Date of Birth:** 20 November, 1990 | **Blood Group:** O +ve

**National ID:** 19908524912147922 |

**Passport No.:** BM0481157

**Academic Background**

| Degree / Certificate                      | Concentration         | Grade/Division | Passing Year | Institution           |
|---|-----------------------|----------------|--------------|-----------------------|
| Master of Social Science                  | Public Administration | 3.16 out of 4  | 2013         | University of Dhaka   |
| Bachelor (Honors)                         | Public Administration | 3.27 out of 4  | 2012         | University of Dhaka   |
| HSC (Higher Secondary School Certificate) | Science               | 4.00 out of 5  | 2007         | Rangpur Govt. College |
| SSC (Regular)                             | Science               | 5 out of 5     | 2005         | Rangpur Zilla School  |

**Current / Last Job Details**

| Organizations  | Contact No.    | Address                                      | Position                                 | From       | To         | Service Length               |
|--|----------------|--|--|------------|------------|------------------------------|
| <b>Sustainable Research and Consultancy (SRC) Ltd.</b> | +8801711459532 | 28, Taz Mansion, Kawran Bazar, Dhaka - 1215. | Officer (Coordination and Documentation) | 2017-01-01 | 2020-09-28 | 3 years 8 months and 27 days |

| Organizations   | Contact No. | Address | Position | From | To | Service Length |
|---|-------------|---------|----------|------|----|----------------|
| <b>Responsibilities:</b><br><br>Coordinate and Facilitate planning & implementation activities in support of the project; - Expedite project implementation by maintaining liaison with government / nongovernment authority, local & international agencies and other stakeholders; - Review, check and keep records of documents and information related to project; - Support to prepare presentations, and progress reports; - Organize meeting, seminar, workshop, training, and field visit |             |         |          |      |    |                |

**Monthly Salary :** 35000.00 | **Notice Period :** 7 days | **Reason for Leaving :** To work in an international organization with better opportunities.

### Previous Job Details

| Organizations  | Address   | Position           | From       | To         | Service Length               | Contact     |
|--|---|--------------------|------------|------------|------------------------------|-------------|
| <b>1). Human Development Research Centre (HARC)</b>  | Road 8, House 5, Mohammadia Housing Society Mohammadpur, Dhaka - 1207 | Research Associate | 2016-03-01 | 2016-09-30 | 0 years 6 months and 29 days | 01825042029 |
| <b>Responsibilities:</b><br><br>Collect, compile & analyze data and information; - Make contacts and appointments with Relevant Key Informants; - Arrange Focus Group Discussion and Interview; 2   Page - Support to translation of Paurashava Master Plan from English into Bengali; - Assist in preparation of Reports and Presentations; - Organize meeting, seminar, workshop and training. |   |                    |            |            |                              |             |

### Thesis / Publications

Please include thesis or publications info in your profile if you have any.

### Training / Workshop

| Title   | Institution/Trainer                                  | Country    | Year | Duration | Days/Hours |
|---|--|------------|------|----------|------------|
| Enterprise Systems Analysis & Design-J2EE           | IDB-BISEW (CCS)                                      | Bangladesh | 2019 | 1000     | hours      |
| Social Compliance and CSR Issues                    | Institute of Apparel Research and Technology (BKMEA) | Bangladesh | 2016 | 180      | days       |
| MS Office Package                                   | Youth Training Center                                | Bangladesh | 2015 | 180      | days       |
| Active Citizens Youth Leadership Training Programme | British Council, supported by Democracywatch.        | Bangladesh | 2018 | 4        | days       |
| Climate Culture and Art Symposium 2018              | ICCCAD   | Bangladesh | 2018 | 3        | days       |

| Title  | Institution/Trainer            | Country    | Year | Duration | Days/Hours |
|--|--------------------------------|------------|------|----------|------------|
| Health and Livelihood Improvement of waste pickers in Bangladesh | Stamford university Bangladesh | Bangladesh | 2018 | 1        | days       |

## Language Proficiency.

| Language | Type            | Reading | Writing | Speaking |
|----------|-----------------|---------|---------|----------|
| Bangla   | Mother Tongue   | 4       | 4       | 4        |
| English  | Second Language | 4       | 4       | 3        |

## Computer / IT Proficiency.

|                  |                             |                     |                       |               |
|------------------|-----------------------------|---------------------|-----------------------|---------------|
| MS Word 3        | MS Powerpoint 3             | MS Outlook 3        | MS Excel 3            | MS Access 3   |
| MS Visio 3       | Hardware Trouble Shooting 3 | Internet / E-mail 3 | Design / Publishing 1 |               |
| DHCP Server 1    | Networking 1                | Oracle 2            | SQL 2                 | PHP / MySQL 2 |
| System Analyst 1 | Database Management 2       |                     |                       |               |

Others: Java, HTML, CSS, Bangla typing

## Other Technical Efficiency.

|   |   |                             |
|---|---|-----------------------------|
| Team Building Skills 3                          | Ability to work under heavy pressure 3  | Adaptability with changes 3 |
| Well-disciplined & Punctual 3                   | Goal Oriented Skills 3                  |                             |
| Enthusiastic to explore new places & cultures 3 | Planning & Coordination 3               |                             |
| Maintenance & Supervision 3                     | Maintaining Liaison with stakeholders 3 | Documentation 3             |

## References

| Name                        | Designation       | Organization   | Contact No.      | Email                     | Relationships |
|-----------------------------|-------------------|--|------------------|---------------------------|---------------|
| Dr. Nazmul Ahsan Kalimullah | Professor         | Department of Public Administration, University of Dhaka | +880-1711-531652 | janipop1995@gmail.com     | Academic      |
| Abu Jubayer                 | Managing Director | Sustainable Research and Consultancy (SRC) Ltd.          | +880-1711459532  | jubayer.buet.bd@gmail.com | Supervisor    |
| Sayeeda Afrose              | EcoSec Assistant  | International Committee of the Red cross                 | +880-1847-463566 | safrose@icrc.org          | Friend        |