

## RESUME of MD. MEHEDI HASAN

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### Career Objective:

I am a progressive professional worker in the development sector with over 03 years of proven experience scholarly engaged with various projects in several organizations. In addition, I am holding a master's degree in Public Administration with special concentration on Organizations Behavior, Human Resource Management, Management Theory and Behavior, and Public Management. I am currently looking for a job on a nationally recognized organisation that will allow me to apply my diversified skills and gain further experience, while enhancing the organization's productivity and reputation.

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### Academic Qualification:

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| 2012-2013 | : | Master of Social Sciences (MSS.), Public Administration, University of Dhaka.   |
| 2008-2012 | : | Bachelor of Social Sciences (BSS.), Public Administration, University of Dhaka. |

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### Professional Experiences:

#### **February 01, 2018 to Continuing**

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|---------------------------|---|
| Position held             | <b>: Coordination &amp; Documentation Officer</b>   |
| Major Projects            | <ul style="list-style-type: none"><li>* Dhaka - CTG - Cox's Bazaar Railway Project</li><li>* Health and Livelihood Improvement of Waste Pickers in Bangladesh</li><li>* Workers Livelihood Improvement Project in Bangladesh</li><li>* Waste Management Improvement Project with DNCC</li></ul>   |
| Organization              | <b>: Sustainable Research and Consultancy (SRC) Ltd.</b>  |
| Succinct responsibilities | <ul style="list-style-type: none"><li>- Coordinate and Facilitate planning &amp; implementation activities in support of the project;</li><li>- Expedite project implementation by maintaining liaison with government/non-government authority, local &amp; international agencies and other stakeholders;</li><li>- File, review, record, archive and maintain documents and database systems;</li><li>- Support to prepare proposal, presentations, and reports;</li><li>- Organize meeting, seminar, workshop, training, and field visit.</li></ul> |

#### **January 01, 2017 to January 31, 2018**

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|---------------------------|--|
| Position held             | <b>: Field Investigator</b>  |
| Major Projects            | <ul style="list-style-type: none"><li>* Matarbari Ultra Super Critical Coal Fired Power Plant Project</li><li>* Third Urban Governance &amp; Infrastructure Improvement (UGIIP-III) Project</li></ul>  |
| Organization              | <b>: Sustainable Research and Consultancy (SRC) Ltd.</b>   |
| Succinct responsibilities | <ul style="list-style-type: none"><li>- Collaborate with stakeholders, policyholders &amp; the local administration;</li><li>- Arrange Focus Group Discussion and Interview;</li><li>- Assist in conducting EMP, EIA, IEE, and Baseline Survey;</li><li>- Facilitate preparation of Environmental Master Plan for 30 municipalities;</li><li>- Facilitate preparation of Drainage Master Plan for 16 municipalities;</li><li>- Support in data collection, sampling, preparation of reports and presentations.</li></ul> |

#### **March 01, 2016 to September 30, 2016**

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|---------------------------|---|
| Position held             | <b>: Research Associate</b>   |
| Major Projects            | <ul style="list-style-type: none"><li>* Migration, Environment, Climate Change and Disaster Management in collaboration with IOM</li><li>* District Towns Infrastructure Development Project (DTIDP) of LGED</li></ul>  |
| Organization              | <b>: Human Development Research Centre (HDRC)</b>   |
| Succinct responsibilities | <ul style="list-style-type: none"><li>- Collect, compile &amp; analyze data and information;</li><li>- Make contacts and appointments with Relevant Key Informants;</li><li>- Arrange Focus Group Discussion and Interview;</li><li>- Support to translation of Paurashava Master Plan from English into Bengali;</li><li>- Organize meeting, seminar, workshop and training.</li></ul> |

## Distinctive Attributes:

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- Strong interpersonal Skills
- Team Building Skills
- Communication Skills
- Goal Oriented Skills
- Software Utilization Skills
- Ability to work under heavy pressure
- Adaptability with changes
- Flexible to travel frequently to the remotest part

## Language Proficiency:

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- Bengali (Mother Tongue) : Reading, Writing, Speaking
- English : Reading, Writing, Speaking
- Hindi : Understanding, Speaking

## Computer and IT Skills:

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- Programming Language : Java, HTML, CSS, Oracle, My SQL, JavaScript.
- MS Office Package : Word, Excel, PowerPoint, Access, Outlook.
- Browsing & Others : Windows OS, Web Applications, Internet Browsing, Email management.
- Social Media Management : Facebook, YouTube, Meet, Zoom, Team, WhatsApp, LinkedIn, Skype.
- Typing : 25 wpm in Bangla (Bijoy), 35 wpm in English.

## Other Experiences & Extracurricular Activities:

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- 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 “ইচ্ছেপূরণ (Icchepuron)” under the Active Citizens Youth Leadership Training program of **British Council**, supported by Democracywatch. <http://www.dwatch-bd.org/ylp1.html>
- Conducted 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** (28<sup>th</sup> times till now).

## Training and Workshop:

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- 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/>
- **Post-Graduate Diploma (PGD)** on Social Compliance and CSR Issues, organized by Institute of Apparel Research and Technology, **BKMEA**. [http://www.bkmea.com/training\\_institute.html](http://www.bkmea.com/training_institute.html)
- Attended workshop on “Health and Livelihood Improvement of waste pickers in Bangladesh” organized by Stamford university Bangladesh.

## Personal Information:

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Present Address : Central Road First Drive, House – 111, Flat – 5B, Kolabagan, Dhaka-1205.  
Permanent Address : House-48, Road-03, Khamar para, Alamnagar, Kotwali, Rangpur-5402.  
Nationality : Bangladeshi by Birth  
National ID : 19908524912147922  
Passport No : BM0481157  
Blood Group : O Positive  
Marital Status : Single

**Achievements:**

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- 2005 : Got a board scholarship for achieving Golden A<sup>+</sup> in SSC exam.
- 2017 : Awarded a special certificate from iART, BKMEA for achieving A+ in PGD course on Social Compliance and CSR Issues.
- 2019 : Achieved a certificate of recognition from British Council Bangladesh for successfully participating on Active Citizens Youth Leadership Training.
- 2019 : Received a special commemorative plaque along with a special ID card and certificate from Quantum Foundation for 3<sup>rd</sup> time blood donation.

**Reference:**

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- Referee 1: Dr. Nazmul Ahsan Kalimullah, Professor, Department of Public Administration, University of Dhaka.  
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- Referee 2: Abu Jubayer, Managing Director, Sustainable Research and Consultancy Limited (SRCL).  
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