

Curriculum Vitae of MD. MEHEDI HASAN



Career Objective:

To exploit an opportunity of working in the development sector where no one is bound to work in a typical manner rather have the open space to expose one's acquired academic knowledge and gathered practical experience effectively with an aim to add values to the organization and as well as themselves. I do believe myself as a responsible person with a pro-active attitude who is always devoted to work without considering cultural differences and social discrimination.

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">- 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">- 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- 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 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 “ইচ্ছাপুরণ (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:

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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 Deputy Director (Operation), CCECR, 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

