

Motivational Letter

April 04, 2020

Position: Project Officer, Digital Delivery

Syngenta Foundation for Sustainable Agriculture Bangladesh.

Md. Mehedi Hasan
Central Road First Drive
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Dear Sir,

I am writing to apply for the position of Project Officer, Digital Delivery at Syngenta Foundation for Sustainable Agriculture Bangladesh. I learned of this opportunity through www.bdjobs.com website and based on the experience, skills and qualification outlined in the job listing, believe that am well suited to join your team in this capacity. Attached is my CV for your consideration.

As the attached CV indicates, I have gained over 3 years of proven progressive professional experience in development sector as Officer (Project Support & Coordination), and Research Associate. Have spent substantial years as an Officer (Project Support & Coordination) at the Sustainable Research and Consultancy (SRC) Limited, leading the coordination of various notable projects and programs including 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 (All over Bangladesh); Third Urban Governance & Infrastructure Improvement Project (UGIIP-3); and Drainage Master Plan Project (16 Districts). In my role, I was assigned to

- Manage and support to administrative, operational, supervisory, development, planning, and implementation policies and programs of the organization;
- Maintain liaison with government/non- government authorities, local & international agencies and other stakeholders;
- Collaborate with customers, claimants, policyholders & the local administration;
- Review and check documents related with bid, contract and any other request received from project implementing agencies;
- Support to prepare presentation, report, organizing meeting/seminar, programs and so on.

Apart from that, I need to visit frequently to different pourashavas, upazilas or any other project areas as and when necessary as part of my duties. Besides the professional skills, I also possess a vivid technical knowledge on Internet, Web Application, MS Office Packages, Social Media and database Management System. In addition, I'm holding a master's degree in public Administration, a discipline of Social Sciences with special concentration on Organizational Behavior, Management Theory & Behavior, GO-NGO Collaboration, Human Resource Management, Project Cycle Management, And Public Policy Analysis. Based on your requirements I offer myself as the suitable candidate for the post in respect of my analytical, technical, interpersonal, and team building skills that I have gained over the years in my whole

challenging career. Not only does the applied position represent a logical next step in my desired career path, but it offers unique opportunity to join the largest movement of bringing sustainability towards the agricultural sector of Bangladesh.

I look forward to hearing from you. Thank you for your attention and consideration.

Sincerely

Md. Mehedi Hasan