

## **Cover Letter**

September 30, 2020

To,  
Country Representative  
Terre des hommes

Subject: Application for the position of Project Support Officer.

Dear Sir,

I am interested in applying for the position of ***Project Support Officer***, currently being advertised on bdjobs website. After reading about the job description, I assume that all the requirements you need from applicants precisely meet my work experiences and academic qualifications. Attached is my CV for your consideration.

As the attached CV indicates, I have gained over 03 years of progressive professional experience on development sector. With the completion of Master of Social Sciences in Public Administration, I began my career in diversified roles on project management related opportunities. Accurately speaking, I got scholarly engaged in various government and non-government projects for nearly more than three years and a half, where I developed expertise in several areas of work with a focus to coordination, documentation, collaboration, liaison, public and private sector management, communication, social mobilization, monitoring and evaluation.

While working on various projects in diversified cultures, locations and stakeholders I uplifted some professional skills on issues like inter-personal communication, team building, multitasking, problem solving capacity, working under pressure, adaptability with changes and flexibility on travelling.

I was also equipped with technical skills like MS Office Package; Oracle Database; Web Applications, Email management, MySQL Server, Java Programming, and Social Media Management those will facilitate my insight in the accomplishment of many a challenging task in development sector.

I firmly believe that, my diligence, competency and integrity combined with the work environment of your organization can make an immediate and positive impact. I appreciate your consideration and look forward to hearing from you.

### **Special Notes:**

- Current Salary: BDT 33000
- Expected Salary: BDT 40000
- Required Notice Period: 07 days

Best Regards  
Md. Mehedi Hasan

## Curriculum Vitae of MD. MEHEDI HASAN

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Email: [mhshuvo29@gmail.com](mailto:mhshuvo29@gmail.com)



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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 Project Management & Evaluation and Public Policy Analysis. I am currently seeking **Project Management** related jobs 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 Qualifications:

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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.                                                       |
|                         |   | Project Management and Evaluation, Public Policy Analysis, GO-NGO                                                                     |
| <b>Major Coursework</b> | : | Collaboration, Research Methodology, Development Administration, Local Governance, Public Private Partnership, Gender Administration. |

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### Professional Experiences:

#### February 01, 2018 to Continuing

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|---------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position held             | : | <b>Project Support and Coordination Officer</b>                                                                                                           |
| Major Projects            | * | Dhaka - CTG - Cox's Bazaar Railway Project                                                                                                                |
|                           | * | Health and Livelihood Improvement of Waste Pickers in Bangladesh                                                                                          |
|                           | * | Workers Livelihood Improvement Project in Bangladesh                                                                                                      |
|                           | * | Waste Management Improvement Project with DNCC                                                                                                            |
| Organization              | : | <b>Sustainable Research and Consultancy (SRC) Ltd.</b>                                                                                                    |
| Succinct responsibilities | - | Coordinate and Facilitate planning & implementation activities in support of the project;                                                                 |
|                           | - | Expedite project implementation by maintaining liaison with government / non-government 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;                                                                                                   |
|                           | - | Facilitate organisation of internal events and field visits;                                                                                              |
|                           | - | Assist in organizing meeting, seminar, workshop, and training.                                                                                            |

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

- |                           |   |                                                                                 |
|---------------------------|---|---------------------------------------------------------------------------------|
| Position held             | : | Field Investigator                                                              |
| Major Projects            | * | Matarbari Ultra Super Critical Coal Fired Power Plant Project                   |
|                           | * | Third Urban Governance & Infrastructure Improvement (UGIIP-III) Project         |
| Organization              | : | <b>Sustainable Research and Consultancy (SRC) Ltd.</b>                          |
| Succinct responsibilities | - | Collaborate with stakeholders, policyholders & the local administration;        |
|                           | - | Arrange Focus Group Discussion and Interview;                                   |
|                           | - | Assist in conducting EMP, EIA, IEE, and Baseline Survey;                        |
|                           | - | Facilitate preparation of Environmental Master Plan for 30 municipalities;      |
|                           | - | Support in data collection, sampling, preparation of reports and presentations. |

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

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|---------------------------|---|------------------------------------------------------------------------------------------|
| Position held             | : | <b>Research Associate</b>                                                                |
| Major Projects            | * | Migration, Environment, Climate Change and Disaster Management in collaboration with IOM |
|                           | * | District Towns Infrastructure Development Project (DTIDP) of LGED                        |
| Organization              | : | <b>Human Development Research Centre (HDRC)</b>                                          |
| Succinct responsibilities | - | Collect, compile & analyze data and information;                                         |
|                           | - | Make contacts and appointments with Relevant Key Informants;                             |
|                           | - | Arrange Focus Group Discussion and Interview;                                            |
|                           | - | Support to translation of Paurashava Master Plan from English into Bengali;              |

- Assist in preparation of Reports and Presentations;
- Organize meeting, seminar, workshop and training.

### Distinctive Attributes:

- Problem Solving Skills
- Team Building Skills
- Communication Skills
- Multitasking Skills
- Report Writing Skills
- Ability to work under heavy pressure
- Adaptability with changes
- Flexible to travel frequently to the remotest part

### Language Proficiencies:

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

### Computer and IT Skills:

- 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 : Bangla (Bijoy), English

### Other Experiences & Extracurricular 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 “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 Workshops Attended:

- 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:

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.

## References:

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|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Referee 1 | Abu Jubayer, Managing Director (Operation)<br>Sustainable Research and Consultancy Limited (SRCL).<br>Cell: +880-1711-459532 Email: <a href="mailto:jubayer.buet.bd@gmail.com">jubayer.buet.bd@gmail.com</a> |
| Referee 2 | Juthi Hassan, Director (Business Development)<br>Sustainable Research and Consultancy Limited (SRCL).<br>Cell: +880-1766-247114 Email: <a href="mailto:juthi_hassan@yahoo.com">juthi_hassan@yahoo.com</a>    |
| Referee 3 | Sayeeda Afrose, EcoSec Assistant,<br>International Committee of the Red Cross.<br>Cell: +880-1847-463566 Email: <a href="mailto:safrose@icrc.org">safrose@icrc.org</a>                                       |