

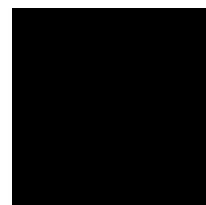


**Md. Mehedi Hasan**

Date of submit :28-09-2020 16:57:31

**Junior Officer (Logistics and Administrative Support)**

**Tracking No.-**



<b>Full Name</b>	Md. Mehedi Hasan
<b>Father's Name</b>	Md. Ataur Rahman
<b>Mother's Name</b>	Mouluda Akhtar
<b>Date of Birth</b>	1990-11-20
<b>National ID No.</b>	19908524912147922
<b>Permanent Address</b>	House-48, Road-03, Khamar para, Alamnagar, Kotwali, Rangpur-5402.
<b>Present/Mailing Address</b>	Central Road First Drive, House - 111, Flat - 5B, Kolabagan, Dhaka-1205.
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<b>Gender</b>	Male
<b>Religion</b>	Islam
<b>Nationality</b>	Bangladesh
<b>Marital Status</b>	Single
<b>Name of spouse</b>	-



## Educational Information

Exam Name	Passing year	Subject/Group	Result	Institution Name	Board/University	Country
Secondary or equivalent	2005	Science	5 Out of(5)	Rangpur Zilla School	Rajshahi Board	Bangladesh
Higher Secondary or equivalent	2007	Science	4.00 Out of(5)	Rangpur Govt. College	Rajshahi Board	Bangladesh
Bachelor with Hons. (4 years)	2012	Public Administration	3.27 Out of(4)	University of Dhaka	University of Dhaka	Bangladesh
Masters	2013	Public Administration	3.16 Out of(4)	University of Dhaka	University of Dhaka	Bangladesh

## Professional Qualification

Qualification Name	Institution	Duration	Passing year	Result
IT Diploma in “Enterprise Systems Analysis & Design with J2EE”	Islamic Development Bank – Bangladesh Islamic Solidarity Educational Wakf (IsDB-BISEW)	1 year	2019	Passed
PGD on Social Compliance and CSR Issues	Institute of Apparel Research and Technology, BKMEA	6 months	2017	A+

## Training Information

Name of the Training	Institution Name	Duration of Training	venue	Training year
Active Citizens Youth Leadership Training	British Council	4days	Democracywatch, Dhaka.	2018
MS Office Package	Youth Training Center	6Month	Rangpur	2015



## Employment History

Name of the Employer	Position	Department	Duration	Major responsibility	Present Salary
Sustainable Research and Consultancy (SRC) Ltd.	Officer (Logistics and Administration)	Project Management	2017-01-01 to Till Date	<ul style="list-style-type: none"><li>- Assist the PMU in preparing correspondence, documentation, and presentation materials in support of project;</li><li>- Maintain computer and manual filing systems of the project;</li><li>- Review, check and keep records of documents and information related to project;</li><li>- Organize meeting, seminar, workshop, training and internal program;</li><li>- Assist in organizing field visit and the inventory of the project asset.</li></ul>	35000



Human Development Research Centre (HDRC)	Research Associate	Research and Development	2016-03-01 to 2016-09-30	- 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.	
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<b>Computer Literacy</b>	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. Typing: Bangla (Bijoy) and English.
<b>Others</b>	• Team Building Skills • Communication Skills • Multitasking Skills • Ability to work under heavy pressure • Adaptability with changes • Flexible to travel frequently to the remotest part