

MD. MEHEDI HASAN

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Central Road First Drive, House – 111, Flat – 5B,
Kolabagan, Dhaka-1205.

**Contact Details**

Alternate Cell Phone: 01918629865

Land Phone:

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Skype ID:

Present Address: Central Road First Drive, House – 111, Flat – 5B, Kolabagan, Dhaka-1205.

Permanent Address: House # 48, Road # 03, Khamar Para, Alamnagar, Sadar, Rangpur-5402.

Nationality: Bangladesh

Personal Details

Father's Name: Md. Ataur Rahman

Mother's Name: Mouluda Akhtar

Marital Status: Single

Partner's / Spouse Information:

Name: , Occupaton: , No. of Children: 0

Sex: Male | **Date of Birth:** 20 November, 1990 | **Blood Group:** O +ve

National ID: 19908524912147922 |

Passport No.: BM0481157

Academic Background

Degree / Certificate	Concentration	Grade/Division	Passing Year	Institution
Master of Social Science	Public Administration	3.16 out of 4	2013	University of Dhaka
Bachelor (Honors)	Public Administration	3.27 out of 4	2012	University of Dhaka
HSC (Higher Secondary School Certificate)	Science	4.00 out of 5	2007	Rangpur Govt. College
SSC (Regular)	Science	5 out of 5	2005	Rangpur Zilla School

Current / Last Job Details

Organizations	Contact No.	Address	Position	From	To	Service Length
Sustainable Research and Consultancy (SRC) Ltd.	+8801711459532	28, Taz Mansion, Kawran Bazar, Dhaka - 1215.	Officer (Admin & Operation)	2017-01-01	2020-01-05	3 years 0 months and 4 days

Organizations	Contact No.	Address	Position	From	To	Service Length
Responsibilities: - To manage administrative, development, planning, and implementation policies, procedures and programs in support of the project; - Expedite project implementation by maintaining liaison with government/non-government authority, local & international agencies and other stakeholders; - Collaborating 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, event report, organizing meeting/seminar, internal events, programs & field visit as and when necessary; - Field visit as and when necessary; - Perform any other duties as may be assigned by the authority.						

Monthly Salary : 25000.00 | **Notice Period :** 15 days | **Reason for Leaving :** To work in an international organization.

Previous Job Details

Organizations	Address	Position	From	To	Service Length	Contact
1). Human Development Research Centre (HDRC)	Road 8, House 5, Mohammadia Housing Society Mohammadpur, Dhaka - 1207	Research Associate	2016-03-01	2016-09-30	0 years 6 months and 29 days	01825042029
Responsibilities: 1) Desk research; 2) Collection and compilation of data and information from various sources; 3) Making contacts and appointments with relevant key informants; 4) Interviewing of the key informants and making detail report on each of the interviews; 5) Organizing seminar/workshops; and 6) Assist in analysis and drafting of report. and 7) Any other responsibilities assigned by the authority.						

Thesis / Publications

Please include thesis or publications info in your profile if you have any.

Training / Workshop

Title	Institution/Trainer	Country	Year	Duration	Days/Hours
Social Compliance and CSR Issues	Institute of Apparel Research and Technology (BKMEA)	Bangladesh	2016	180	days
MS Office Course	National Institute of Computer and Education (NICE)	Bangladesh	2015	180	days
Enterprise Systems Analysis & Design-J2EE	IDB-BISEW (CCS)	Bangladesh	2019	1000	hours

Language Proficiency

Language	Type	Reading	Writing	Speaking
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Language	Type	Reading	Writing	Speaking
Bangla	Mother Tongue	4	4	4
English	Second Language	4	4	3

Computer / IT Proficiency

MS Word 3	MS Powerpoint 3	MS Outlook 3	MS Excel 3	MS Access 3
MS Visio 3	Hardware Trouble Shooting 3	Internet / E-mail 3	Design / Publishing 1	
DHCP Server 1	Networking 1	Oracle 2	SQL 2	PHP / MySQL 1
System Analyst 1	Database Management 1			

Others: Java, HTML, CSS, Bangla typing

Other Technical Efficiency

Team Building Skills 3	Ability to work under heavy pressure 3	Adaptability with changes 3
Well-disciplined & Punctual 3	Goal Oriented Skills 3	
Enthusiastic to explore new places & cultures 3	Planning & Coordination 3	
Maintenance & Supervision 3	Maintaining Liaison with stakeholders 3	Documentation 3

References

Name	Designation	Organization	Contact No.	Email	Relationships
Abu Jubayer	Director (Operation)	Director (Operation), Sustainable Research and Consultancy (SRC) Ltd.	+880-1711459532	jubayer.buet.bd@gmail.com	Supervisor
Md. Mehedi Hasan	Assistant Judge	District & Sessions Judge Court, Rangpur	+880-1710-491199	mmhasan508@gmail.com	Relative
Farhana Ferdoush	Communication Officer	NIRAPOD-2 Project, Marie Stopes Bangladesh	+880-1710-491199	farhana.ferdoush@mariestopesbd.org	Friend

Disability Information

Any Disability ? : No

Disability Information and Assistances: