**Cover Letter**

**Dear Sir,**

I am writing to apply for the position of Field Officer at Bangladesh Red Crescent Society. I learned of this opportunity through [www.bdjobs.com](http://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 (Coordination & Documentation), Field Investigator, and Research Associate. Have spent substantial years as an Officer (Coordination & Documentation), and Field Investigator at the Sustainable Research and Consultancy 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; Third Urban Governance & Infrastructure Improvement Project (UGIIP-3); and Drainage Master Plan Project. 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, & maintain proper documentation; 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 Browsing, 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 biggest humanitarian movement with the largest volunteer organization of the world to achieve greater human rights.

**Md. Mehedi Hasan**

***Curriculum Vitae of MD. MEHEDI HASAN***



***Career Objective:***

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| I am a progressive professional worker in the development sector with over 3 years of proven experience scholarly engaged with various projects in several organizations. In addition, I am holding a master’s degree in Social Science with special concentration on Project Cycle Management, Public Policy Analysis, and Research Methodology. I am currently seeking **project management** related jobs that will allow me to take challenges and apply my analytical, technical, capacity building, team building, and communications skills. |

***Education:***

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| 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:***

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| **February 01, 2018 to Present** | |
| Position held | : **Officer (Project Support)** |
| **Major Projects** | * 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) |
| **Organization** | : **Sustainable Research and Consultancy (SRC) Ltd.** |
| Succinct responsibilities | * Supervise & monitor all the activities, plans, and procedures in support of the project; * Expedite project implementation by maintaining liaison with government/non-government authority, local & international agencies and other stakeholders; * Ensure proper documentation of each activities related to the project; * Support to prepare presentation, event report, organizing meeting/seminar, internal events, programs & field visit as and when necessary; * Maintain a good rapport with each & every stakeholders; * Perform any other duties as may be assigned by the authority. |

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| **January 01, 2017 to January 31, 2018** | |
| Position held | : **Field Investigator** |
| **Major Projects** | * Baseline survey of EMP preparation of Matarbari USCCF Power Plant Project * Third Urban Governance & Infrastructure Improvement Project (UGIIP-3) * Environmental Master Plan Project (All over Bangladesh) * Drainage Master Plan Project (16 Districts) |
| **Organization** | : **Sustainable Research and Consultancy (SRC) Ltd.** |
| Succinct responsibilities | * 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. |

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| **March 01, 2016 to September 30, 2016** | |
| Position held | : **Research Associate** |
| Organization | : Human Development Research Centre (HDRC) |

***Distinctive Attributes:***

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| * 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 heavy pressure * Enthusiastic to explore new places & cultures * Adaptability with changes * Well-disciplined & Punctual * Goal Oriented 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 “ইচ্ছেপূরণ (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 experience on Social Compliance and CSR Issues, organized by Institute of Apparel Research and Technology, (**BKMEA**). <http://www.bkmea.com/training_institite.html>
* A Six (6) months training on **Basic Computer (MS Office Package)**, organized by Department of Youth Development.

***Personal Information:***

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| Address  Contact No  E-mail  Nationality  Languages  Passport No  Blood group | : Central Road First Drive, House – 111, Flat – 5B, Kolabagan, Dhaka-1205.  : +880-1717-677451, +880-1918-629865  : [mhshuvo29@gmail.com](mailto:mhshuvo29@gmail.com)  : Bangladeshi by Birth  : Advanced Bangla, Fluent English and some understanding of Hindi.  : BM0481157  : O Positive |

***Distinction:***

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| 2005 | : Got a board scholarship for achieving Golden A+. |

***References:***

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| ***Referee 1*** | **Abu Jubayer**, Director (Operation), Sustainable Research and Consultancy (SRC) Ltd. and Director (Operations), Center for Sustainability & Development, Stamford University Bangladesh, Dhaka.  **Cell:** +8801711459532 **Email:** [jubayer.buet.bd@gmail.com](mailto:jubayer.buet.bd@gmail.com) |
| ***Referee 2*** | **Md. Mehedi Hasan**, Assistant Judge, District & Sessions Judge Court, Rangpur.  **Cell:** +8801710-491199 **Email:** [mmhasan508@gmail.com](mailto:mmhasan508@gmail.com) |

***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**

