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Job Application Form

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| Position Applied for: Officer, Public and Private Sector Engagement |  |
| Job Reference: 200909\_JD\_Officer |
| Total Years of Professional Experience: 4.8 years |
| Total Years of Relevant Job Experience: 3.5 years |
| Required Notice Period: 7 days |

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| **Personal Details** | | | | |
| Full Name: Md. Mehedi Hasan | | | | |
| Father’s Name: Md. Ataur Rahman | | | | |
| Mother’s Name: Mouluda Akhtar | | | | |
| Sex: Male | | | Nationality: Bangladeshi by Birth | |
| Date of Birth: 20.11.1990 | | | Marital Status: Single | |
| Passport Number: BM0481157 | | | National ID Number: 19908524912147922 | |
| 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. | | | | |
| Contact Number: | Work:  +8801521252064 | Home:  +8801918629865 | | Cell Phone:  +8801717677451 |
| Email Address: mhshuvo29@gmail.com | | | | |

| **Employment History**  [Put latest experience first and then each job in reverse chronological order (last to the first)] | |
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| 1. Period: 01.02.2018 – Continuing | Organization name and address: Sustainable Research and Consultancy (SRC) Ltd.  House # 28, Taz Mansion (2nd Floor), Karwan Bazar, Dhaka-1215. |
| Position: Project Support and Coordination Officer |
| Key responsibilities:  Coordinate and Facilitate planning & implementation activities in support of the project; Expedite project implementation by maintaining liaison with government / nongovernment authority, local & international agencies and other stakeholders; Review, check and keep records of documents and information related to project; Support to prepare proposal, presentations, and reports; Organize meeting, seminar, workshop, training, and field visit. |
| Reason for leaving: |
| 1. Period: 01.01.2017 – 01.31.2018 | Organization name and address: Sustainable Research and Consultancy (SRC) Ltd.  House # 28, Taz Mansion (2nd Floor), Karwan Bazar, Dhaka-1215. |
| Position: Field Investigator |
| Key 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; Facilitate preparation of Drainage Master Plan for 16 municipalities; Support in data collection, sampling, preparation of reports and presentations. |
| Reason for leaving: Got Promoted |
| 1. Period: 01.03.2016 – 30.09.2016 | Organization name and address: Human Development Research Centre (HDRC).  Road-08, House-05, Mohammadia Housing Society, Mohammadpur, Dhaka-1207. |
| Position: Research Associate |
| Key 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. |
| Reason for leaving: The Management did not extend the contract |
| 1. Period: 01.01.2014 – 30.06.2014 | Organization name and address: Airtel Bangladesh Limited.  ASA Tower, Shyamoli, Dhaka-1207. |
| Position: Customer Service Representative |
| Key responsibilities:  Social Compliance; Customer Support; Social Media Activities; Operating Company's Social Media Pages/Sites. |
| Reason for leaving: Family Pressure |

[Use separate page with similar format for additional information, if necessary]

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|  | **Educational Background**  [Put the highest degree first and then each degree in reverse chronological order, (highest to lowest)] | | | | |
| **Name of Degree** | | **Major** | **Year** | **Name of Institute** | **Result** |
| Master of Social Science (MSS) | | Public Administration | 2013 | University of Dhaka | CGPA:3.16 (4) |
| Bachelor of Social Science (BSS) | | Public Administration | 2012 | University of Dhaka | CGPA:3.27 (4) |
| HSC | | Science | 2007 | Rangpur Govt. College | 4.00 (5) |
| SSC | | Science | 2005 | Rangpur Zilla School | 5.00 (5) |
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[Use separate page with similar format for additional information, if necessary]

| **Training on Professional Development** | | |
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| Training/Workshop/Seminar | Institution | Duration |
| IT Diploma in “Enterprise Systems Analysis & Design with J2EE” | Islamic Development Bank –  Bangladesh Islamic Solidarity Educational Wakf (IsDB-BISEW) | August 2018 – September 2019 |
| Active Citizens Youth Leadership Training Programme | Democracywatch | 2019 |
| Climate Culture and Art Symposium 2018 for Youth in Bangladesh | ICCCAD | 15-17 March, 2018 |
| PGD on Social Compliance and CSR Issues | Institute of Apparel  Research and Technology, BKMEA | August 2016 – February 2017 |
| Workshop on “Health and Livelihood Improvement of waste pickers in Bangladesh” | Stamford university Bangladesh | 2016 |

[Use separate page with similar format for additional information, if necessary]

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| **Computer Proficiency**  (Please use tick √ mark to share expertise in these software & tools.) | | | |
|  | Professional | Average | Beginner |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft PowerPoint |  |  |  |
| Microsoft Access |  |  |  |
| Microsoft Outlook |  |  |  |
| Internet Applications |  |  |  |

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| **\*Language Proficiency**  [Please write your level of proficiency in the following criteria} | | | |
|  | Reading | Writing | Speaking |
| Bengali | Excellent | Excellent | Excellent |
| English | Excellent | Excellent | Good |
| Others (if any) |  |  |  |

\* A = Excellent B = Good C = Average

| Describe below how you fit into this position (max 150 words) |
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| **Referees**  [Professional and Academic (non-relatives)] | | | |
| Name:  Dr. Nazmul Ahsan Kalimullah | Name: Abu Jubayer | | Name: Sayeeda Afrose |
| Title: Professor | Title: Managing Director | | Title: EcoSec Assistant |
| Mailing address:  Department of Public Administration, University of Dhaka, Dhaka-1000. | Mailing address:  Taz Mansion, 28, Kawran Bazar, Dhaka-1215. | | Mailing address:  International Committee of the Red cross.  House – 72, Road – 18, Block – J, Banani, Dhaka-1213 |
| Contact numbers:  +88-01711-531652 | Contact numbers:  +88-01717-933932 | | Contact numbers:  +880-1847-463566 |
| Email address: janipop1995@gmail.com | Email address: jubayer.buet.bd@gmail.com | | Email address: safrose@icrc.org |
| **Declaration** | | | |
| Have you ever been convicted of a crime? If yes, please mention details.  Not Applicable | | | |
| I do hereby declare with my signature that the above-mentioned information is correct. I understand that falsification of any information provided on this application will disqualify me from the candidature. | | | |
| Signature: | | Date: 23.09.2020 | |