

Curriculum Vitae of MD. MEHEDI HASAN



Career Objective:

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 Public Policy Analysis, NGO Management, Research Methodology, and Project Cycle Management. I am currently seeking **NGO** related jobs that will allow me to take challenges and apply my analytical, technical, capacity building, team building, and communications skills.

Personal Information:

Address : Central Road First Drive, House – 111, Flat – 5B, Kolabagan, Dhaka-1205.
Cell : +880-1717-677451, +880-1918-629865
E-mail : mhshuvo29@gmail.com
Nationality : Bangladeshi by Birth
Languages : Advanced Bangla, Fluent English and some understanding of Hindi.

Present Salary:	32,000	Expected Salary:	38,000
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Education:

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.

Work Experiences:

February 01, 2018 to Present

Position held : **Officer (Project Support and Coordination)**
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.**

- To manage administrative, development, planning, and implementation policies, procedures and programs in support of the project;
- Maintain liaison with government/non- government authority, local & international agencies and other stakeholders;

Succinct responsibilities

- Support to prepare presentation, event report, organizing meeting/seminar, internal events, programs & field visit as and when necessary;
- Conduct social/baseline surveys as and when required;
- Assist in data collection, report preparation and further tasks as per instruction by the authorized management.

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.**

- Collaborating with customers, claimants, policyholders & the local administration;
- Field visit as and when necessary;

Succinct responsibilities

- Organize and facilitate focus group discussion;
- Reviewing the investigation project thoroughly for detecting the possible loopholes & reporting the results to the authorized person;
- Draft accurate and concise reports & presentations based on all collected findings.

March 01, 2016 to September 30, 2016

Position held : **Research Associate**
Organization : Human Development Research Centre (HDRC)

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 “ইচ্ছাপুরণ (Icchepuron)” under the **Active Citizens Youth Leadership Training program** of British Council, supported by **Democracywatch**. <http://www.dwatch-bd.org/ylp1.html>
- Having experience of working as a ‘Field Assistant’ in the Third Urban Governance & Infrastructure Improvement Project (UGIIP-3).
- 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:

- **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

Distinctive Attributes:

- 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
- Ability to work under heavy pressure
- Enthusiastic to explore new places & cultures
- Adaptability with changes
- Well-disciplined & Punctual

Distinction:

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

References:

- Referee 1** **Abu Jubayer**, Director (Operation), Sustainable Research and Consultancy (SRC) Ltd. and Director (Operations), Center for Sustainability & Development, Stamford University Bangladesh, Dhaka.
Cell: +8801711-459532 **Email:** jubayer.buet.bd@gmail.com **Relation:** Professional
- Referee 2** **Md. Sultan Mahmud**, Senior Sector Specialist (CEP, GJ&D, HRLS), BRAC, Baniachong, Habigonj.
Cell: +8801730-347653 **Email:** sultan.mahmud@brac.net **Relation:** Relative
- Referee 3** **Farhana Ferdoush**, Communication Officer, NIRAPOD-2 Project, Marie Stopes Bangladesh.
Cell: +8801737-538962 **Email:** farhana.ferdoush@mariestopesbd.org **Relation:** Friend

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

