

Resume of MD. MEHEDI HASAN

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Career Objective:

I am a progressive professional worker in the development sector with over 03 years of proven experience scholarly engaged with various projects in several organizations. In addition, I am holding a master's degree in Public Administration with special concentration on Project Management & Evaluation and Public Policy Analysis. I am currently seeking **Project Management** related jobs that will allow me to apply my diversified skills and gain further experience, while enhancing the organization's productivity and reputation.

Academic Qualification:

- 2012-2013 : Master of Social Sciences (MSS.), Public Administration, University of Dhaka.
2008-2012 : Bachelor of Social Sciences (BSS.), Public Administration, University of Dhaka.
Project Management and Evaluation, Public Policy Analysis, GO-NGO
Major Coursework : Collaboration, Research Methodology, Development Administration, Local Governance, Public Private Partnership, Gender Administration.

Professional Experiences:

February 01, 2018 to Continuing

Position held : **Project Support and Coordination Officer**

- Major Projects
- * Dhaka - CTG - Cox's Bazaar Railway Project
 - * Health and Livelihood Improvement of Waste Pickers in Bangladesh
 - * Workers Livelihood Improvement Project in Bangladesh
 - * Waste Management Improvement Project with DNCC

Organization : **Sustainable Research and Consultancy (SRC) Ltd.**

- Succinct responsibilities
- Coordinate and Facilitate planning & implementation activities in support of the project;
 - Expedite project implementation by maintaining liaison with government / non-government 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.

January 01, 2017 to January 31, 2018

Position held : **Field Investigator**

- Major Projects
- * Matarbari Ultra Super Critical Coal Fired Power Plant Project
 - * Third Urban Governance & Infrastructure Improvement (UGIIP-III) Project

Organization : **Sustainable Research and Consultancy (SRC) Ltd.**

- Succinct 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.

March 01, 2016 to September 30, 2016

Position held : **Research Associate**

- Major Projects
- * Migration, Environment, Climate Change and Disaster Management in collaboration with IOM
 - * District Towns Infrastructure Development Project (DTIDP) of LGED

Organization : **Human Development Research Centre (HDRC)**

- Succinct 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.

Distinctive Attributes:

- Strong interpersonal Skills
- Team Building Skills
- Communication Skills
- Goal Oriented Skills
- Report Writing Skills
- Ability to work under heavy pressure
- Adaptability with changes
- Flexible to travel frequently to the remotest part

Language Proficiency:

- Bengali (Mother Tongue) : Reading, Writing, Speaking
- English : Reading, Writing, Speaking
- Hindi : Understanding, Speaking

Computer and IT Skills:

- 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
- Social Media Management : Facebook, YouTube, Meet, Zoom, Team, WhatsApp, LinkedIn, Skype
- Typing : Bangla (Bijoy), English

Other Experiences & Extracurricular 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>
- Conducted 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** (28th 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
- Attended workshop on “Health and Livelihood Improvement of waste pickers in Bangladesh” organized by Stamford university Bangladesh.

Personal Information:

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.
 Nationality : Bangladeshi by Birth
 National ID : 19908524912147922
 Passport No : BM0481157
 Blood group : O Positive
 Marital Status : Single

Achievements:

- 2005 : Got a board scholarship for achieving Golden A⁺ in SSC exam.
- 2017 : Awarded a special certificate from iART, BKMEA for achieving A+ in PGD course on Social Compliance and CSR Issues.
- 2019 : Achieved a certificate of recognition from British Council Bangladesh for successfully participating on Active Citizens Youth Leadership Training.
- 2019 : Received a special commemorative plaque along with a special ID card and certificate from Quantum Foundation for 3rd time blood donation.

References:

- Referee 1 Abu Jubayer, Managing Director, Sustainable Research and Consultancy (SRC) Ltd. and Director (Operations), Center for Sustainability & Development, Stamford University Bangladesh, Dhaka.
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- Referee 2 Md. Sultan Mahmud, Senior Sector Specialist (CEP, GJ&D, HRLS), BRAC, Baniachong, Habigonj.
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