

Curriculum Vitae of MD. MEHEDI HASAN



Career Objective:

To exploit an opportunity of working in the development sector where no one is bound to work in a typical manner rather have the open space to expose one's acquired academic knowledge and gathered practical experience effectively with an aim to add values to the organization and as well as themselves. I do believe myself as a responsible person with a pro-active attitude who is always devoted to work without considering cultural differences and social discrimination.

Personal Information:

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

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:

Date : February 01, 2018 to Present
Position held : **Senior Officer**
Organization / Project : 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.

Date : January 01, 2017 to January 31, 2018
Position held : **Field Investigator**
Organization / Project : Matarbari Ultra Super Critical Coal Fired Power Plant Project
- 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 based on all collected findings.

Date : March 01, 2016 to September 30, 2016
Position held : **Research Associate**
Organization / Project : Human Development Research Centre (HDRC)
- Desk research;
- Collection and compilation of data and information;
- Making contacts and appointments with relevant key informants;
Succinct responsibilities :
- Interviewing of the key informants as & when required;
- Support to translation of Paurashava Master Plan from English into Bengali;
- Assist in analysis & preparation of report.

Other Experiences & Voluntary Activities:

- **Working as a Coordinator** in the Social Action Project “ইচ্ছাপূরণ (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** (23rd times till now).

Training and Workshop:

- **Ongoing Trainee** of “IDB-BISEW IT Scholarship Project, Round-39” in “**Enterprise Systems Analysis & Design-J2EE**”. <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_institute.html
- A Six (6) months training experience on **MS Office** Course, organized by National Institute of Computer and Education (NICE).

Distinctive Attributes:

- Profound knowledge on MS Office, web applications, Social Media, HTML, CSS, JavaScript, Oracle/My SQL 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

Awards:

2005 : Got a board scholarship for outstanding achievements.

References:

- Referee 1** **Abu Jubayer**, Deputy Director (Operation), Center for Continuing Education Consultancy & Research (CCECR), Stamford University Bangladesh, Dhaka.
Cell: +880-1711459532 **Email:** jubayer.buet.bd@gmail.com
- Referee 2** **Suad Rifat Sanjid**, Senior Executive Officer (Accounts & Finance), Al-Noor Agro Industries Ltd.
Cell: +880-1978-842627 **Email:** srsanjid@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

