

## Curriculum Vitae of MD. MEHEDI HASAN

Cell: +880-1717-677451, +880-1521-252064

Email: [mhshuvo29@gmail.com](mailto:mhshuvo29@gmail.com)



---

### 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 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 & Evaluation, Public Policy Analysis, GO-NGO Collaboration,   |
| <b>Major Coursework</b> | : | Research Methodology, Development Administration, Local Governance, Public Private Partnership, Gender Administration. |

---

### Professional Experience:

#### February 01, 2018 to Continuing

- |                           |   |   |
|---------------------------|---|---|
| Position held             | : | <b>Project Support and Coordination Officer</b>   |
| 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              | : | <b>Sustainable Research and Consultancy (SRC) Ltd.</b>  |
| 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              | : | <b>Sustainable Research and Consultancy (SRC) Ltd.</b>                          |
| 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             | : | <b>Research Associate</b>  |
| Major Projects            | * | Migration, Environment, Climate Change and Disaster Management in collaboration with IOM |
|                           | * | District Towns Infrastructure Development Project (DTIDP) of LGED                        |
| Organization              | : | <b>Human Development Research Centre (HDRC)</b>  |
| 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
- Multitasking 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** (28<sup>th</sup> 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](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<sup>+</sup> 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 3<sup>rd</sup> time blood donation.

## Reference:

---

- Referee 1 Abu Jubayer, Managing Director, 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](mailto:jubayer.buet.bd@gmail.com)
- Referee 2 Md. Sultan Mahmud, Senior Sector Specialist (CEP, GJ&D, HRLS), BRAC, Baniachong, Habigonj.  
Cell: +8801730-347653 Email: [sultan.mahmud@brac.net](mailto:sultan.mahmud@brac.net)