

Curriculum Vitae 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, Public Policy Analysis, GO-NGO Collaboration, and Research Methodology. I am currently seeking **NGO** related jobs that will allow me to apply my diversified skills and gain further experience, while enhancing the organization's productivity and reputation. My current remuneration package is BDT 32000 and expectation is BDT 36000.

Academic Records:

- 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
* Health and Livelihood Improvement of Waste Pickers in Bangladesh
* Workers Livelihood Improvement Project in Bangladesh
* Waste Management Improvement Project with Dhaka North City Corporation (DNCC)
Organization : **Sustainable Research and Consultancy (SRC) Ltd.**
- To manage administrative, development, planning, and implementation policies, procedures and programs in support of the project;
- Expedite project implementation by maintaining liaison with government/non-government authority, local & international agencies and other stakeholders;
Succinct responsibilities :
- Review and check documents related with bid, contract and any other request received from project implementing agencies;
- Support to prepare proposal, presentation, event report, organizing meeting/seminar, internal events, programs & field visit as and when necessary;
- Perform any other duties as may be assigned by the authority.

January 01, 2017 to January 31, 2018

- Position held** : Field Investigator
Major Projects :
* Matarbari Ultra Super Critical Coal Fired Power Plant
* Third Urban Governance & Infrastructure Improvement (UGIIP-III)
Organization : **Sustainable Research and Consultancy (SRC) Ltd.**
- Collaborating with customers, claimants, policyholders & the local administration;
- Organize and facilitate focus group discussion;
- Support in conducting EMP, EIA, baseline surveys;
Succinct responsibilities :
- Assist in Preparation of Environmental Master Plan of 30 municipalities
- Assist in Preparation of Drainage Master Plan of 16 municipalities
- Draft accurate and concise reports & presentations based on all collected findings;
- Assist in data collection, sampling, report preparation and further tasks as per instruction by the authorized management.

March 01, 2016 to September 30, 2016

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

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 Literacy:

- 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 & Avro), 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.
Cell: +880-1711-459532 Email: 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
- Referee 3 Sayeeda Afrose, EcoSec Assistant, International Committee of the Red cross, Banani, Dhaka.
Cell: +880-1847-463566 Email: safrose@icrc.org

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

