

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 Organizations Behavior, Human Resource Management, Management Theory and Behavior, and Public Management. I am currently looking for a job on a nationally recognized organisation that will allow me to apply my diversified skills and gain further experience, while enhancing the organization's productivity and reputation.

Academic Qualification:

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| 2012-2013 | : | Master of Social Sciences (MSS.), Public Administration, University of Dhaka. |
| 2008-2012 | : | Bachelor of Social Sciences (BSS.), Public Administration, University of Dhaka. |

Professional Experiences:

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| | <u>February 01, 2018 to Continuing</u> |
| Position held | : Coordination & Documentation Officer |
| Major Projects | <ul style="list-style-type: none">* 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 | <ul style="list-style-type: none">- 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;- File, review, record, archive and maintain documents and database systems;- Support to prepare proposal, presentations, and reports;- Organize meeting, seminar, workshop, training, and field visit. |
| | <u>January 01, 2017 to January 31, 2018</u> |
| Position held | : Field Investigator |
| Major Projects | <ul style="list-style-type: none">* 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 | <ul style="list-style-type: none">- 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. |
| | <u>March 01, 2016 to September 30, 2016</u> |
| Position held | : Research Associate |
| Major Projects | <ul style="list-style-type: none">* 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 | <ul style="list-style-type: none">- 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;- Organize meeting, seminar, workshop and training. |

Distinctive Attributes:

- Strong interpersonal Skills
- Team Building Skills
- Communication Skills
- Goal Oriented Skills
- Software Utilization 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 : 25 wpm in Bangla (Bijoy), 35 wpm in 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.

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
- Referee 2: Md. Sultan Mahmud, Senior Sector Specialist (CEP, GJ&D, HRLS), BRAC, Baniachong, Habigonj.
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