

Curriculum Vitae of MD. MEHEDI HASAN

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

Email: 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 & Evaluation, Public Policy Analysis, and GO-NGO Collaboration. 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.

Major Coursework : Project Management and Evaluation, Public Policy Analysis, GO-NGO 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
- 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 & 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.
 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